

Job Description

QF-62-01-03

Issued by: **Quality Assurance**

Eff. Date: 30/09/2021

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Employee Name:	Job Title: Sales Representative
Physical Place of Work: Home Office – Sierra Leone with responsibility for Liberia and The Gambia.	Department: Sales Department
Region Supported: EWBU	Salary Range: TBC
Key Customers: <ul style="list-style-type: none">• Customers• KOL's• KDM's	Supervises: N/A
Reports to: Country Manager: Ghana, Sierra Leone, Liberia, The Gambia	Size of Work Team: Individual
Works with: <ul style="list-style-type: none">• Senior Management• Sales Department• Logistic Department• Finance Department	Job Purpose: Responsible for establishing sales objectives and devising sales activities that support these objectives.
Duties and Responsibilities: The Sales Specialist is responsible for achieving sales targets and general customer service in the geographical areas of responsibility. Complete Familiarisation with all products in the Portfolio Develop annual sales and marketing plans for the full range of products in the geographical area of responsibility Achieve set sales targets Establish strategies and tactics and then promote the products to the customer base in order to differentiate the products from competitors and to further demonstrate the product's utility in different	

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indications

Creating awareness of the products amongst KOL's and KDM's in order to expand existing business

Support the Sales and Marketing team at congresses and conferences

Develop and maintain relationships with an assigned customer base, including key accounts, insuring their satisfaction with products and services at all times

Organise and manage product evaluations

Monitor and report on competitive activities

Management of sales pipeline and analysis of sales by customer, product, business unit

Capturing of Customer Visit data on Vantage Data (Customer Visit report system)

Other responsibilities as assigned

Complete familiarisation of, and adherence to Compliance policies

Responsible for implementing and maintaining the effectiveness of the Quality System

Participate in congresses / conferences, sales meetings where required

Keep up to date with market developments

Continually enhance sales skills and product knowledge in order to promote a professional image in the field

Responsible for implementing and maintaining the effectiveness of the Quality System

Product Complaint handling

Working Conditions:

- Office based
- Local Travel/international Travel

Minimum Level of Education:

- BSc/BA/National Diploma (MedTech) in related discipline

Prior Experience:

- 5-8 years of experience in Diagnostics, Public Health or related field
- 3-5 years of progressively responsible positions

Competencies Required:

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- Interpersonal skills
- Business skills
- Teamwork and collaboration Skills
- Strategic agility
- Communication skills
- Influencing Skills
- Problem-solving skills
- Conflict Management
- Time Management
- Product and vendor knowledge

Technical skills required:

- Microsoft Excel Software
- Microsoft Word Software
- Basic Computer Skills/ Presentation Skills
- Sales Skills

Language skills required: English

Approved by:

Date: