



DKT is an innovative and adventurous social marketing enterprise that improves people's lives.

JOB DESCRIPTION
SALES COORDINATOR/MEDICAL

Job Identification

Job title: Sales Coordinator/Medical
Department: Sales & Distribution

Organization Relationship

Directly reports to: Country Manager, DKT Sierra Leone
Directly supervises: Assigned territory

Job Summary

- Deliver sales and distribution targets for assigned territory
- Manage direct sales and client relationships
- Responsible for reporting and for controls of finances and commodities in zone

Specific Responsibilities

- Deliver sales and distribution targets for assigned zone
 - Prepare route plans in collaboration with the GM Sales and Distribution
 - ✓ Cover all routes, outlets and distributors as per design
 - Monitor educational campaigns in respective zone.
 - Ensure sales activities are consistent with approved plans in terms of target
 - Ensure relevant sales information is kept up-to-date.
 - Record and ensure proper and updated information of your sales
- Manage direct sales to outlets and client relationships
 - Undertake regular site visits to all identified clients and feedback on the progress of the commodity sales.
 - Ensure regular sale and supply of all DKT products Private Health Service facilities within the selected territory.
 - Ensure an accurate and updated database of all private Health Service outlets and present monthly reports to the Sales & Distribution Manager.
 - Collect and consolidate outlet information on individual basis and be very familiar with performance trends.
 - Identify gaps in performance, suggest and implement intervention strategies or training needs.

- Build and maintain a strong working relationship with each outlet, private or Sierra Leone Health Service.
- Establish and maintain effective working relationships with clients and other partners as required
- Maintain effective working relationships within the zone and other zones, functional departments and other staff of the organization.
- Responsible for reporting and for controls of finances and commodities in zone
 - Ensure availability of commodities, promotional materials and supplies prior to beginning of a route
 - Keep mini warehouse
 - Provide required asset management;
 - Ensure proper handling of sales financial activities.

Work Guides and References

- Targets
- Product and method information
- Personnel Policies & Procedures Handbook
- Descriptions of DKT International and Social Marketing

Position Objectives

- To ensure effective distribution and promotion of DKT products in assigned territory
- To achieve DKT Territorial sales and distribution targets

Key Performance Indicators

- Sales performance against target
- Distribution levels (availability) against target
- Extra effort given to DKT brands from client.
- Positive image level of DKT in the eyes of customers and partners.

Key Behaviors as part of Performance Development

- Commitment
- Creating Value for DKT
- Teamwork
- Honesty and Integrity

Position Requirements

- Minimum Education
 - HND in business – marketing/sales
 - Bachelor’s degree or equivalent
- Work Experience
 - Minimum 3 years in a similar role or pharmaceutical sales
- Skills and abilities
 - Entrepreneurship

- Strong interpersonal skills
- Excellent selling skill
- Strong organizational skills
- Effective time-management
- Integrity and honesty
- Writing & communication skills

CHANGE TO JOB DESCRIPTION:

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. The Head of Sales and Distribution can initiate such changes as necessary.

This Job Description may be reviewed as part of the preparation for performance planning of the annual performance cycle.