

## F/CKL/HR-ADM/005

JOB DESCRIPTION	
JOB TITLE	SALES EXECUTIVE – HEALTH CARE
REPORTING TO	HEAD OF SALES

## **Duties and Responsibilities:**

- Research and recommend prospects for new business ideas.
- Build and maintain relationships with clients.
- Booking Appointments for existing and potential clients
- Presenting products to doctors, pharmacists, and other clients
- Working towards meeting the Annual sales targets that are set.
- Keeping records of sales to track the performance during the year
- Collect and analyze information by preparing data and sales reports.
- Preparation of reports required by Finance team for decision making in terms of forecasting and projection.
- Perform any other duty as assigned by the management.

Education	<ul> <li>BSC degree in Life Sciences – Biology/Pharmacy or Bio medical Sciences</li> <li>A certificate in Sales and Marketing</li> </ul>
Experience	<ul> <li>At least 2 years' experience.</li> <li>Proven capability to prioritize and manage multiple assignments and meet established deadlines while managing stakeholder expectations.</li> </ul>
Knowledge & skills requirements	<ul> <li>Ability to effectively interact with peers, internal stakeholders, vendors, and service providers.</li> <li>Excellent sales and negotiation skills</li> <li>Good planning and organizational skills</li> <li>Should have commercial and business awareness.</li> <li>Flexibility to cope with frequent changes in products and Health care systems</li> </ul>