Director Marketing

* Provide the planning and leadership to the Marketing Department by ensuring that the appropriate structures, systems, competencies and values are developed in order to meet and exceed the goals of the Marketing plan.
* Assume overall responsibility for developing the annual marketing plan for the organisation; for strategic market planning; market research programmes; field force activities, and control of the marketing budget.
* Prepare new product marketing plans for product introductions in cooperation with senior management colleagues in Medical, Health Economics, Finance, Sales and Marketing.
* Establish a system of reports and communications for all information from the marketing team to the sales team and for feedback and request from the sales team to the marketing team.
* Participate on relevant Medicines Australia and other industry committees ensuring that the company has a high level of professional standing.
* Develop ongoing liaison with key opinion leaders, patient support groups and other healthcare organisations to ensure that significant developments in the field are identified and monitored.
* Ensure that the systems are in place whereby all Sales and Marketing staff including representatives are familiar with the provisions of the Code of Conduct of Medicines Australia.
* Organise and direct marketing and strategy meetings on a regular basis whereby the strategy and promotion programmes are reviewed.
* Report on marketing committee and strategy group activities to senior management colleagues.
* Responsible for performance appraisal of marketing and sales managers and for providing training and development opportunities including a national sales and management training programme.
* Assist the Managing Director in establishing pricing policies.

Director of group sales

Position Overview:

Supervise and control the group sales’ operations to meet/exceed sales, revenue and profit objectives.

Solicit, negotiate and confirm new and repeat business through various efforts (outside sales calls,

telemarketing, direct mail, referrals, site inspections, tours, networking, etc) on a national and

international level.

Essential Duties & Responsibilities

1. Maximize hotel’s group room revenue on a monthly, quarterly and annual basis and direct sales

focus to achieving hotel revenue goals.

2. Develop and continually enhance relationships with key corporate, diplomatic and association

accounts.

3. Advise Director of Marketing and Sales on all matters relating to group sales to maintain an open

line of communication and harmony among departments.

4. Handle inquiry calls and walk-in site inspections.

5. Implement company programs and direct the operations to meet and exceed budgeted revenues

while ensuring customer satisfaction.

6. Assist in ensuring that the Hotel’s Green Team remains invigorated and the mission is upheld,

communicated and enforced throughout the organization as a member of the Team.

7. Perform other functions as required and directed.

Sales manager

This sales manager sample job description can assist in your creating a job application that will attract job candidates who are qualified for the job. Feel free to revise this job description to meet your specific job duties and job requirements.

Sales Manager Job Responsibilities:

Sells products by implementing sales plans; supervising sales staff.

Sales Manager Job Duties:

* Determines annual unit and gross-profit plans by implementing marketing strategies; analyzing trends and results.
* Establishes sales objectives by forecasting and developing annual sales quotas for regions and territories; projecting expected sales volume and profit for existing and new products.
* Implements national sales programs by developing field sales action plans.
* Maintains sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors.
* Establishes and adjusts selling prices by monitoring costs, competition, and supply and demand.
* Completes national sales operational requirements by scheduling and assigning employees; following up on work results.
* Maintains national sales staff by recruiting, selecting, orienting, and training employees.
* Maintains national sales staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Contributes to team effort by accomplishing related results as needed.

Administrative assistant

OfficeTeam places a range of administrative professionals at a variety of office jobs in organizations worldwide. To assist you, we've developed an office job description for those positions we most commonly place, including everything from an administrative assistant job description to ones for file clerks, data entry specialists, customer service representatives, HR assistants and a variety of other office jobs.