

Job Specification

Sales Analyst - Public Institutions

Reporting to: Operations Team Leader

Location: Sao Paulo

Job Summary/Aims

- Direct contact with public institutions and representatives.
- Request product pricing, issue quotes and request product purchase.
- Analysis of public notices.

Key Duties

1. To manage the efficient and effective handling of the order processing of medicines to public and government institutions, in a compliant and professional manner
 - a. Control and registration of customer's profiles,
 - b. co-ordinate the order process and keep relevant parties updated,
 - c. Update databases.
2. To manage and build customer relationships and be responsive to their requirements.
3. To identify sales opportunities within existing client-base, and possible new leads across sector.
4. To source and procure quality products at a good price.
5. Ensure that all shipments are accurately processed on the database, in a timely manner and paying particular attention to detail.
6. To represent Masters Group in Brazil.
7. To follow up on prompt and satisfactory delivery of products to customers.
8. To work collaboratively with all other departments to ensure the most effective process for the delivery of product to the customer.
9. Maintaining accurate customer and product information on the database.
10. Supporting credit control with the collection of outstanding payments and penalties deductions.
11. Maintaining a high-level of industry, competitor and product knowledge. Actively researching information and participating in activities to aid personal development.
12. Attending and participating in company meetings, as required.
13. Complete all relevant company training and ensure company processes are adhered to.
14. Any other tasks as directed by management.

Candidate Guide:

Masters Speciality Pharma is a global pharmaceutical company whose core mission is to provide life-changing medicines to patients in need, anywhere in the world. We prioritize emerging markets, collaborating with innovative companies to deliver their products to the regions they cannot reach. At Masters, we are proud of our company's vision and of what we do to deliver it.

The successful candidate will have attributes in keeping with Masters' company ethos – professional, hands-on and results driven. They will be motivated to achieve success, but also work collaboratively with their colleagues to achieve the company goals, and have the desire to work within in a fast-paced and highly regulated environment.

Requirements:

The candidate must be educated to degree level and be fluent in Portuguese and English (oral and written); Spanish language skills would be advantageous. Experience of working within a Distributor, or Pharmaceutical company is required and ideally, having gained experience in the supply chain or sourcing functions for a minimum of 2 years; and preferably, with involvement of selling to/ supporting the public institutions.

- Must be an excellent communicator with proven experience of building positive business relationships; matched with exceptional influencing and negotiation skills.
- Solution-focused with a can-do, problem solving attitude is important.
- Highly organized with experience of handling large volumes of administration, with the ability to multitask, prioritize and manage own workload.
- Sets and demands high standards of themselves – paying strict attention to detail.
- Must be a team player – adopts a 'best for business' attitude and the ability to follow processes and remain compliant.
- Requires good judgement and decision-making skills.
- Proficient in IT skills with experience of using Microsoft Office applications is essential; SAP skills would be beneficial.

To apply for this role, please email your CV and cover letter to:

careers@masters-sp.com