

**Job Description and Activities:  
Sales and Administrative Assistant**

Direct Supervision: Operations Manager  
Office Location: São Paulo, Brazil

**Summary of work / Objectives:**

- Direct service to private clients such as hospitals, clinics and patients, in accordance with the Operations Manager's guidelines;
- Departmental rotation and administrative support to the team;
- Organize and maintain accurate information on customer registration, prices, proposals and billing processes;
- Properly follow processes and systems, ensuring compliance of services performed.

**Main Duties:**

- Receive and select quotes daily, ensuring effective and efficient responses;
- Maintenance of customer registration;
- Request price updates from suppliers;
- Conduct sales price requests to send quotes;
- Request financial support for credit assessment;
- Maintain direct contact with customers and representatives;
- Monitoring of commercial proposals issued;
- Handle the SAP system, update the database and internal drive;
- Send purchase confirmation to the responsible department;
- Update the registration of Masters in active clients (sending documents, etc.);
- Responsible for ensuring that SOPs are followed;
- Work collaboratively with all other departments of the company, especially operational and financial;
- Attendance and participation in company meetings and training, as needed;
- Execution of other tasks, as directed by management.

**Requirements:**

- Academic training in business administration or related area – Studying or Complete;
- Advanced English (oral and written);
- Domain in Excel, Word and PPT (advanced level)
- Highly organized, experienced in handling large workloads, multitasking, prioritizing and managing own workload and paying attention to process details;
- Must be an excellent communicator;
- Focus on solving with a positive attitude and problem solving;
- Organizational improvement thinking and the ability to follow processes and remain in compliance with teamwork are desired;

**Differentials:**

- Experience working in a drug distributor or pharmaceutical industry will be considered a great differential;
- Experience in sales administration;
- Knowledge in SAP, Sales Force or any other system will be a differential.

Masters Speciality Pharma  
380 Centennial Avenue  
Centennial Park, Elstree  
Herts WD6 3TJ

T: +44 (0) 208 327 0900

E: [info@mastersglobal.com](mailto:info@mastersglobal.com)

W: [www.mastersglobal.com](http://www.mastersglobal.com)

Registered in England and Wales

Number 01856573

VAT: GB 424 154 087