

Job Title:	Sales and Marketing Coordinator
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Department/ Business Unit:	Critical Care	Reports to:	Sales and Marketing Coordinator
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Job Purpose

- To provide support to the sales team and management in the day-to-day administration and operations of the Critical Care division.

Reporting/Working Relationships

- Sales and Marketing Coordinator

Key Responsibilities

- Generate and maintain various reports and disseminate to sales and management teams on a regular basis
- Assist the sales team by;
 - Completing price checks or updating negotiated pricing;
 - Consolidating stocktake variances with sales team;
 - Daily completion of Goods Received forms received
- Assist and guide Customer Service with problem solving sales orders, incorrect pricing, back orders, transfers, consignment re-supply, credits and GRAs;
- Assist the Business Unit with internal processes such as QF forms, product code creation and hierarchies when required;
- Assist with product enrichment for Device Online and other digital marketing requirements;
- Assist warehouse when required for landing urgent stock;
- Assist IBP team when required with supplier back orders, principal questions, shipment ETAs and purchase requisitions;
- Assist Inventory with expired stock reporting and returns, move stock between consignment and loans, consignment checks and stocktake variances;
- Assist with general logistics pertaining to principal visits, internal and external training and travel, if required;
- Assist with general logistical pertaining to product training both in-house and external
- Assist Business Unit and Tenders and Pricing team with applicable tenders.
- Assist with other duties as required

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Quality and Safety Requirements and Responsibilities

- Comply with Quality System requirements;
- Take reasonable care for your own health and safety and do not negatively affect the health and safety of others. Comply with any instructions and follow any policy, procedure or work instruction relating to health and safety at the workplace that has been notified to you;
- To ensure compliance with applicable legislation, customer requirements and given the exposure risk to the business, it is a requirement of this role that you maintain any appropriate vaccinations and background checks as appropriate.
- Conduct all activities and duties as part of this role in full accordance with company policies, procedures, and values.
- Understand and adhere with Principals' applicable compliance, code of conduct policies and procedures;
- Understand and adhere with MTAA &/or MTNZ Code of Conduct.

Selection Criteria

Essential

- Understanding of Device Technologies policies and procedures including any vaccination and background checks in line with your role and responsibilities.
- Intermediate to advanced level experience with MS Excel or similar
- Ability to manage work priorities and able to demonstrate good time management skills
- Excellent communication skills (written and oral English)

Desirable

- Tertiary qualified in business or health-care related field.