

## Role Profile

<b>Job Title</b>	Sales Associate
<b>Department</b>	Commercial
<b>Position type</b>	Full time Employment/Consultancy
<b>Reports to</b>	Commercial Director
<b>Workstation</b>	<p><b>Preferably London-UK</b>, mostly home office with weekly or bi-weekly office work (1 day/week)</p> <p><i>Alternatively, any other major European capital city closer to GMT time zone</i></p>
<b>Annual Salary</b>	£30-35,000 depending on experience
<b>Hours of Work/Duration:</b>	40 hours/week
<b>Responsible for:</b>	Commercial Department Support

## Company Description

**DKT International** is a global not-for-profit organization based in Washington, DC, and is one of the world's largest providers of **family planning, HIV/AIDS prevention** and **safe abortion** products and services. DKT combines **private-sector marketing techniques, cutting-edge technologies, and creative advertising** to ensure women and men have the products, knowledge and services they need when needed. DKT has offices in **24 countries** and covers **over 57 markets**. While a non-profit, non-governmental organization (NGO), DKT operates like a social enterprise.

In May 2017, DKT acquired WomanCare Global (WCG), which held exclusive rights for the **Ipas Manual Vacuum Aspiration (MVA)** suite of technology. The Ipas MVA is globally seen as the preeminent method for **clinical abortion & miscarriage management**. The new **DKT WomanCare** (DKT WC) is responsible for **global distribution** in more than 100 countries, including markets as diverse as Brazil, Canada, the Democratic Republic of Congo, Ethiopia, India, Indonesia, Japan, Kenya, Mexico, Nigeria, the United Kingdom, and the United States.

DKT WomanCare oversees the manufacturing of the Ipas MVA technology and is responsible for **Regulatory Affairs** and **Quality Assurance**, including compliance with the US FDA, CE, ISO and other quality standards. In February 2018, DKT WC became the **exclusive global distributor for Levoplant**, a WHO-Prequalified three-year contraceptive implant. Together, the global exclusive rights to Levoplant and the Ipas MVA technology **form the core** of DKT WC's product portfolio, which will continue to grow over time.

In December 2018, we opened our global Head Quarter in Paris under the name **DKT WomanCare Global Services SAS**. (DKT-WCGS) The entity is the subsidiary of WomanCare Global Trading, based in London and which is in charge of the commercialization of DKT WomanCare portfolio. Next to the revenues generated thru DKT WomanCare Global Trading CIC, DKT WomanCare benefits, in order to sustain its social marketing strategy in unprivileged markets, in particularly

the one's known under the acronym "FP2020" Markets (69 developing countries) from a discretionary support from DKT International. This support provided to the DKT WomanCare might be made in the form of loans or grants and are usually linked to special program activities supported by international donors, active in Family Planning or supporting Safe Abortion Termination methods.

## Our Vision and Mission

DKT WomanCare will build on this core to become the leading aggregator of sexual and reproductive health products and technologies worldwide. **We are creating a world where women are empowered to live their lives to the fullest.** This aspiration is captured in the company's Vision & Mission statements below:

**Vision:** "To increase women's access to safe and innovative sexual and reproductive health technologies everywhere and to create a world where women are empowered to live their lives to the fullest."

**Mission:** "Create a customer-centric platform that expands access to existing and new sexual and reproductive health technologies through synergies within DKT, and with other partners, across all markets and segments."

## Position Summary

The **Sales Associate** is responsible for supporting the Commercial Directors and other members of the Commercial team by performing regular and on-demand crucial tasks to establish an effective and efficient operation of this key function with the focus on achieving Departmental quantitative and qualitative goals, objectives and targets.

## Job responsibilities

### Commercial

- Support with tender/documents drafting/preparation and communication with customers;
- Create or maintain files, templates, SOP, reports, forecasting, forecasting accuracy, stakeholders list, price lists, customer list, historical sales, accounts receivables and all a variety of other data up to date, organised and well presented;
- Ensure that onboarding and continuous sales training programmes (training deck) are implemented, maintained and up to date;

- Ensure that customers are approved, documents filed and records are up to date as per SOP;
- Analyse market and sales data and provide technical recommendations/advice on risks, challenges and opportunities to the Commercial Director;
- Control/manage documentation/records and lead information/documentation sharing with internal and external stakeholders;
- Contribute information/documentation to go-to-market strategy/market assessment exercises by monitoring competitive products and reactions from key accounts;
- Support Marketing and Sales Consultants in planning, execution and evaluation of product launch/marketing campaigns;
- Lead and manage projects independently through successful completion;
- Maintain good records of business activities;
- Proactively establish and maintain effective working team relationships with all support departments;
- Good understanding of digital marketing/social media;
- Support with notarization/legalization/translation of documents;
- Other admin/sales work as required;

### Required Qualifications and Skills

- Degree in either commerce, business, marketing, pharmacy or any other medical or biological related field would be ideal;
- Minimum 3 years' work experience handling Sales aspects within the Pharmaceutical and/or Medical Device industry is essential;
- Previous Reproductive Health/Women's Health work experience is desirable;
- Fluent in English is essential and working knowledge of French, Spanish, Arabic or other languages would be an advantage;
- Excellent working knowledge of Excel and other Microsoft package and digital media;
- Exceptional attention to detail;
- Willingness to travel up to 20% of time within Europe, and occasionally internationally;
- Results driven, action oriented, can-do attitude, solution focused, effective implementer, impatience to bureaucracy;
- Comfortable and motivated working in an international/cross-cultural setting;
- Ability to effectively manage multi-tasks and multiple subjects concurrently;
- Ability to work independently with limited guidance;
- Candidates must have the right to work in the UK or the country he/she is applying or plan to work from.

## Application details

Send your resume/CV and a one-page cover letter detailing how your experience and achievements to date would add value and make a difference to DKT WomanCare mission to increase access of and availability of high quality contraceptives and safe abortion products to girls and women in your country/region to [rodrigo@dktwomancare.org](mailto:rodrigo@dktwomancare.org) by October 10<sup>th</sup> 2021.

Strong candidates may be interviewed before the closing date.