

## **Coordinator of Retail Wholesale Sales**

### Responsibilities

1. Manage sales in the Retail-Wholesale market.
  - Develop marketing and sales plans, and exceed sales goals.
  - Manage customer inquiries.
  - Manage distributor relationships using phone, mail, e-mail and personal visits.
  - Manage all co-op promotion programs.
  - Manage the development and delivery of orders.
  - Assist in related Retail sales.
  - Travel to and represent Brownmed at customer offices, trade shows and seminars.
  - Coordinate ongoing sales plans with sales staff.
2. Manage and control sales and expense budgets for Retail-Wholesale market.
  - Prepare and monitor budgets to improve profitability of Brownmed.
  - Coordinate expenses with appropriate staff.
3. Identify new product and business opportunities in the Retail-Wholesale market.
4. Comply with all Brownmed policies and guidelines as outlined in the Employee Handbook.
5. Report to the Director of Retail Sales.

### Qualifications

1. Bachelor's degree required.
2. 3-5 years sales experience in distribution markets.
3. Experience managing distributors with focus on wholesaling to smaller retailers.
4. Excellent communication skills (written/oral), with strong interpersonal selling skills.
5. Knowledge of ISO 9001, CE Mark and FDA a plus.

### Characteristics of a Brownmed Employee

1. Works hard in teams with a positive desire to improve performance while having fun.
2. Receives feedback with an open mind to learn and improve.
3. Enjoys challenge and opportunity for discovery in a growing organization.
4. Embraces the spirit of community with a desire to make a difference.
5. Lives an active, healthy life with a commitment to others.

### Location

Kansas City office.

### Compensation Package

Competitive salary & benefits package depending upon qualifications. Please send resume and cover letter to [careers@brownmed.com](mailto:careers@brownmed.com) for consideration.

Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Revision Level: 0 HR105