

## Coordinator – Sales Operations

### Responsibilities

1. Coordinate the MAP Policy and CRM program for Sales.
  - Research violations of MAP, and coordinate with Sales team members to execute corrective actions.
  - Enter leads from tradeshow exhibits and other programs that elicit marketplace interest.
  - Produce lead management reports for Sales team members.
2. Manage tradeshow coordination with Sales, Marketing and Warehouse staff.
  - Complete all tradeshow registration and material requirements paperwork.
  - Document, enter and coordinate all tradeshow samples and materials for Warehouse shipping.
  - Produce monthly tradeshow analysis report which tracks tradeshow expenses.
3. Assist in managing customer portals.
  - Help set up new items and maintain correct product information for customer portals.
  - Extract information from portals to provide to sales and customer service.
  - Assist with ongoing management of customer portals.
4. Perform new customer set-up procedures in Great Plains.
  - Change customer status from CRM opportunity to customer and assign customer number.
  - Conduct credit reference checks on new customers.
  - Set up customers in EDI and manage on-going EDI relationship with EDI vendor.
  - Set up customers for auto-billing.
5. Perform Office Management and general Sales support.
  - Run all Daily, Weekly and Monthly Sales Reports.
  - Support Sales team when performing fieldwork or attending tradeshows.
  - Manage office and shipping supplies and general office equipment.
  - Perform liaison function with outside providers, and answer phone as needed.
6. Comply with all Brownmed policies and guidelines as outlined in the Employee Handbook.
7. Report to the Vice President – Sales.

### Qualifications

1. Bachelor's degree required, with strong Accounting knowledge and skill.
2. 2-4 years of experience working with accounting and sales.
3. Excellent communication skills (written/oral), and demonstrated skill with Excel, accounting, and CRM.
4. Prior experience in the health care industry helpful, and proficient with internet search processes.
5. Knowledge of ISO 9001, CE Mark and FDA helpful.

### 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.

### Compensation Package

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