



**Position Title:** International Sales and Compliance Coordinator

**Location:** Boston, MA

**Compensation Package:** Competitive salary and benefits package commensurate with experience.

**Representative Duties:**

1. Sales Support/Activation
  - Assists the Manager of International Sales on various sales efforts that enable the expansion of international sales and business partnerships. This will include traveling to international and domestic trade shows/events to support the company's sales and marketing efforts.
  - Coordinates with the International Sales Manager to develop new leads and assist with the development of new partner relationships to continue the expansion of the international business.
2. Project Management
  - Working on strategic growth initiatives, both forthcoming and currently underway, to support the company's international expansion.
  - Working on both branded and private label projects intended to grow the company's international footprint. This could also include working with governmental agencies on grants/trade missions/etc.
3. Compliance
  - Manage the various tasks related to medical device compliance in the over 50 markets that we serve. This includes yearly registrations, documentation, labeling and audit management.
4. Relationship Management
  - Supports in fostering relationship with international distributors, retailers and potential partners.
  - Working with oversea suppliers on manufacturing/production efforts, product development and ongoing quality and annual audits.

**Required and Preferred Qualifications:**

1. Bachelor's degree required.
2. Excellent communication skills (written/orally), with strong skills.
3. Knowledge of ISO 9001, CE Mark and FDA preferred.
4. Second language a plus.

**Physical Demands/Requirements:**

- Regular travel by airplane and automobile in conducting business is required.
- Ability to communicate orally and in writing with customers, management, and colleagues, both individually and in front of a group is crucial.
- Regular use of the telephone, video conference and e-mail for communication is essential.
- Sitting for extended periods is common.
- No heavy lifting is expected. Exertion of up to 10 lbs. of force occasionally may be required.
- Good reasoning ability is required to solve a wide range of business problems.

**Characteristics of a Brownmed Employee:**

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

*Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.*