ORGENTEC Diagnostika GmbH, based in Mainz, Germany, is one of the leading companies in the field of autoimmune and infectious disease diagnostics. Our focus is on the development and production of automated immunological test systems for laboratory diagnostics of infections, autoimmune rheumatic diseases, celiac disease or inflammatory bowel diseases. In our state of the art production facilities, we manufacture more than 1000 ELISA kits per day, and supply medical laboratories in more than 100 countries around the world.

In order to further expand our international market position, we want to strengthen our commercial team and are offering a position for a motivated

Assistant Manager Global Sales (m/f)

The person holding this position has to drive and deliver towards our organizations vision and mission by being personally accountable for building a successful business within ORGENTEC Diagnostika which focuses on Area and Distributor Management as well as Sales of the ORGENTEC portfolio. This has to be done by comprehensively supporting the Area Management team to reach qualitative and quantitative goals.

The position gives consistent support to the Distributor Management team and acts as an interface between the Order Management and Distributor Management departments. It requires close communication with the entire Area Management and Order Management teams. This task also requires a high flexibility for responding on inquiries and supporting the Area Managers in time.

The Assistant Manager Global Sales is the internal “go-to-person” when it comes to price management, maintaining and updating of distributor and sales related data, reporting, documents etc. He/she is supporting internal and external parties by finding and enabling solutions to maintain customer satisfaction and realizing sales. An important task will also be the elaboration of sales related reports (such like forecasts, sales reports etc.).

Key responsibilities

- ✓ Provides quality leadership for ORGENTEC’s internal customers in all assigned tasks, while upholding ORGENTEC values at all times: inclusive of constructive problem solving, facilitating creative improvements, and inspiring others.
- ✓ Provides support in achieving the company´s revenue and profitability quotas for ORGENTEC´s products as they are sold into all customer segments within the different regions.

- ✓ Price management for the entire Area Management Team. Updating of prices and price lists where needed, calculation of special offers (tender business etc.). Ensuring that information is passed and becomes available to all concerned internal and external parties.
- ✓ Partners with internal post sales departments to ensure orders are processed on a revenue-priority-base.
- ✓ Prepares sales reports, customer analysis, forecasts and other reporting as required.
- ✓ Supports the updating of all business relevant agreements with business partners and others as required.
- ✓ Supports Regulatory Affairs projects based on market priority and expected revenues.
- ✓ Works closely with Finance & Accounting to ensure distributors compliance with payment terms. Provides summarized data to entire Area Management Team for further communication and action with distributors.
- ✓ Supports all sales and sales processing related topics as required.
- ✓ Ensures punctuality to internal and external appointments.
- ✓ Actively participates and adds value to ORGENTEC's Area Management Team.

Qualifications / Experience

The Assistant Manager Global Sales must interact regularly with many different groups of people and must therefore exhibit a high level of professionalism and interpersonal skills at all times.

Internal:

- ✓ **Area Management Team –** Participating member of the team.
- ✓ **Order Management Department –** Define priorities in day-to-day order processing if needed: support in solving issues and requests from distributors/customers.
- ✓ **Regulatory Affairs –** Define priorities for registration projects based on business planning; support and align project planning and communication with distribution partners.
- ✓ **Others –** Support in aligning and harmonising Area Management Teams activities with all other departments as appropriate and applicable in particular with Product Management, Marketing

External:

- ✓ **Partner/Distributor –** Commercial enablement and education of sales capabilities and enablement offerings. Monitoring performance, budgets and developments.
- ✓ **Third Party** – Engage to provide a full offering (where appropriate).

Personal Attributes

- ✓ Active and supportive team contributor that facilitates for a motivational environment.
- ✓ Able to handle difficult situations with calm and discretion.
- ✓ Effective communicator to identify needs and evaluate alternative services solutions and strategies.

Qualifications / Experience

Relevant training and experience in sales, leadership and area management fields.

Skills & Experience

- ✓ Consultative and supportive nature to solicit input from team members at all levels within the organization.
- ✓ Strong presentation and communication skills to internal and external parties.
- ✓ Solid understanding of “Factors Influencing the Sales”. Experienced in prioritizing workload and managing multiple projects at a given time.
- ✓ Skills in financial controlling.
- ✓ Skills in project management, market and competitor analysis, business planning.
- ✓ Software skills: Microsoft Products: PowerPoint, Excel, Word, Outlook, ERP (Work4All), CRM, database structures to basic level
- ✓ Basic understanding of profit and loss calculations and business finance, e.g., gross margin calculations etc.
- ✓ A competent writer of business letters, quotations and proposals.
- ✓ Languages: Fluent in English and German (speech & writing)

If you are ready for an exciting challenge join the ORGENTEC team!

Please send your detailed application indicating your salary expectations to jobs@orgentec.com