

Associate Sales Representative

Relocation: Relocation eligibility to be determined

Job Type: Full Time, Exempt

SUMMARY: Responsible for assisting the sales representatives in the territory to maintain current accounts, aid in increasing business, help manage asset management programs, i.e. loaner programs, shipping and handling, and consignment inventory. This position will also have territory coverage responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Responsible for territory coverage.
- Meets or exceeds sales quota and total company market share in assigned territory.
- Picks up and delivers sets and inventory loaners.
- Aids in the management of Consignment and Loaner inventories--Asset Management Program.
- Assists in developing relationships in the hospital with Purchasing, Nursing, and Surgeons.
- Identifies selling opportunities and works closely with sales representative to increase sales in their respective accounts.
- Adjusts customer complaints in accordance with Medtronic's Spinal and Biologics business policy and advises Distributor and Medtronic's Spinal and Biologics business promptly of any situation beyond scope of authority.
- Complies with all Distributor and Medtronic's Spinal and Biologics business policies, including, but not limited to, those found in AdvaMed, the Medtronic Code of Conduct, and the company Employee Handbook.
- Knowledgeable about competitor products and merchandizing practices and keeps the Distributor and Medtronic's Spinal and Biologics business informed.
- Maintains and updates customer record books and other records in accordance with Distributor instructions.
- Prepares and submits reports and information requested by Distributor in a clear, professional and expedient manner.
- Attends and participates in sales meetings, training programs, conventions and trade shows as directed.
- Cooperates with all personnel in the execution of both Distributor and Medtronic's Spinal and Biologics business programs.
- Provides service to customer per their individual needs.
- Manages business with profitability in mind.
- Provide 24-hour territory coverage (including holidays, weekends, evenings).

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be willing to relocate within 12 months from date of hire.

EDUCATION and/or EXPERIENCE:

- Four-year college degree or equivalent in job experience.
- Minimum 1 year successful outside selling experience or equivalent work experience (preferably in a hospital environment).

OTHER SKILLS and ABILITIES:

- Ability to interact effectively with a wide range of people and personalities.
- Excellent written and verbal communication skills.
- Ability to work in an operating room setting.

PHYSICAL DEMANDS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job involve normal vision.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individual with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.