

Sales Coordinator

Note: The use of the masculine gender includes the feminine and is employed solely to facilitate reading.

Can you imagine a career that touches the lives of people everywhere? Can you imagine yourself working in a fast paced and dynamic workplace where rapid decision making, entrepreneurial initiatives, customer service and community become your new vision? A vision that drives our growth and success...if so, then Paladin is the place for you!

Paladin Labs Inc., headquartered in Montreal, Canada, is a specialty pharmaceutical company focused on acquiring or in-licensing innovative pharmaceutical products for the Canadian market. Paladin has a focused marketing and sales organization that has helped it evolve into one of Canada's leading specialty pharmaceutical companies. Paladin Labs is an operating company of Endo International plc, a highly focused generics and specialty branded pharmaceutical company.

We are a dynamic and fast growing organization. Paladin is constantly looking for great people to contribute to our growing business. We believe in empowering our employees by giving them the freedom to raise new ideas and encourage decision making in an environment that fosters the growth and development of each individual. Paladin's culture is committed to building our business as well as our community, helping others, encouraging integrity and inspiring people to make a difference.

Position Summary

The Sales Coordinator's responsibility is to work with the Directors, Sales reps, Analyst, Product Managers and Associate Product Managers in the preparation of reports for analysis and leading the execution of sales key meetings and events and to be a key sales liaison for internal and external stakeholders.

Reports To

Sales Director and Associate Market data Director

Specific Responsibilities

1. Provide administrative support to the sales department. Adheres to internal process and SOPs for generating contracts and associated check requests; Responsible for reconciling large meeting hotel bills, or other finance related requirements. Facilitate required invoice processing with Finance department.
2. Leads the execution and meeting logistics for identified meeting and events from the sales department including content development, content reviews, speaker management, and meeting status communications.
3. Act as key point of contact for field sales organization. Works closely with sales team.
4. Schedules and participates in sales planning meetings, assists with tracking updates to upcoming calendar events.
5. Provide on-site support for meetings and events when required.
6. Develop understanding of CRM system to become the first line of support for the field sales organization.
7. Maintain and update the KPI tracking tools for the sales department.
8. Generate call activity reports for the sales organization monthly / weekly.
9. Generate Compuscript reports monthly.
10. Help analyst with day to day operations.

11. Perform other projects and tasks as assigned.
12. Provide ad hoc analytical and technical support as needed.

Characteristics of a Good Candidate

1. Problem Solving / Analytical Skills
2. Thoroughness / Attention to Detail
3. Excellent Interpersonal Skills
4. Autonomy / Resourcefulness
5. Well-developed Organizational Skills
6. Enthusiasm and Desire to Learn
7. Interest in Marketing and Financial Analysis

Candidate Profile

Experience, Training and Education

Required

- University degree.
- Strong computer skills (Microsoft Office: Excel, Power Point, Word).
- Excellent communications skills, written and oral in both French and English.

Asset

- University degree with a focus on Mathematics, Information management.
- Previous work experience in Marketing, Sales, Packaged Goods or Pharmaceutical Products.
- Knowledge of other database software (ex: Access) and financial information systems (ex: SAP).

To apply, please send your resume: hr@paladinlabs.com

Only selected candidates will be contacted.