

## Sales Operations Manager, MDcentRx

### Summary Description

We're seeking a highly motivated individual to coordinate sales processes while creating consistency and efficiencies to enhance our sales team's efforts with new and existing pharmaceutical, biotech and medical device clients. This role reports directly to our Executive Vice President. This is an opportunity for the right candidate to have access to the core of our business and make an impact on business growth through their efforts.

### Responsibilities include:

- **60% Sales Operations Administration**
  - Updating sales reporting tools and database administration as needed
  - Creation of contracts based on sold proposals
  - Post-sale coordination of project details, milestones, and invoicing
  - Managing third-party agreement and renewal process
  - Working closely with content strategy team to coordinate and disseminate relevant content to sales
  - Establish guidelines for consistency among materials, collateral, etc. for sales agreements
- **30% Territorial Market Trend, Industry Research, and Analysis**
  - Assisting in managing sales team territories and leads
  - Becoming the internal go-to resource for territorial market and industry intelligence information: researching, analyzing, disseminating, and maintaining findings using a variety of third-party data sources
  - Opportunity to go to regional conferences and local industry events, and report on experiences
- **10% Special Projects**
  - Collaborating with sales, marketing, and content production teams to streamline and create efficiencies within workflow
  - Working with sales team to review conference abstracts, identify pharma KOLs, distribute leads to sales reps, and develop PowerPoint presentations for client meetings
  - Ad hoc projects as needed by the executive team

### Desired Skills and Experience

- At least 5 years relevant experience with and understanding of sales contracts and proposals; digital data or life science/pharmaceutical sales a MAJOR plus
- Analytical thinker and self-starter
- Strong business/marketing writing skills: ability to breakdown and summarize findings/learnings in an understandable and effective way
- Highly Organized and detail-oriented
- Proficiency with Excel and PowerPoint
- Familiarity and prior experience with Salesforce.com a PLUS

### Key Measurements:

- Business development and analytical mindset
- Works effectively under deadlines in a high-pressure environment
- Ability to handle multiple and changing priorities
- Ability to work collaboratively, build strong relationships, and effectively communicate
- with sales team and senior management

### Other requirements:

Must live in the New York metro area. This position works from our midtown Manhattan location

Interested in joining us? Apply today – Email us at [careers@mdcentrx.com](mailto:careers@mdcentrx.com)



## About MDcentRx

As part of the MDcentRx team, you'll be joining a group of passionate individuals.

We depend on collaboration to fuel our professional environment and to develop the solutions that will yield the insights, HCP engagements and overall results our partners are looking for.

Our team is made up of leaders in healthcare research and strategy, analytical experts, creative minds, innovators in technology, and service-focused individuals that don't stop until exceptional value is delivered to the client.

We rely on data-focused insights for the development of custom solutions that drive the client's strategic imperatives and strengthen the successes and outcomes of their programs. Our stellar team works tirelessly to ensure we constantly evolve with the changing market and to ensure the relativity and effectiveness of our services.

## Come work with us

As a profitable, yet still private company, we are growing fast and looking for world-class talent to drive MDcentRx into the future. While we operate with the flexibility of a startup, our management team has built successful businesses within the complex healthcare environment for over 25 years.

We offer:

- Competitive Compensation
- Incentive-based Bonuses
- Generous Health Benefits – (Platinum and Gold Level Plan Offerings)
- Opportunity to shape Product/Service Offerings Individually and Collaboratively
- Relaxed Work Environment

Interested in joining us? Apply today – Email us at [careers@mdcentrx.com](mailto:careers@mdcentrx.com)

**PLEASE INCLUDE BOTH RESUME AND COVER LETTER IN APPLICATION ATTACHMENT.**