



Example of Assistant Director Sales Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of assistant director sales. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for assistant director sales

- This position is accountable for booking individual, group business, banquets and meetings on an established base of the top producing key accounts and for managing / converting high potential key prospects to meet with and excel the forecasted occupancy, budgeted average rate and revenue
- Establish the strategic direction of the team and ensure its alignment with corporate long-term goals, commercial business needs and overall department objectives
- Direct the design, implementation, and administration of Company call plans for assigned therapeutic areas, ensuring synergies with co-promotion partners and alignment with internal stakeholders
- Establish strategic direction to optimize customer coverage related to the co-promotion of APUS products
- Optimize investments in product details/samples to maximize sales performance across products and sales teams
- Conduct comprehensive analysis to identify new business opportunities, glean strategic business insights and develop/communicate actionable recommendations
- Consult with field sales management and recommend opportunities for maximizing the effectiveness of reporting tools through education about their value in territory management decision- making
- Manage the field sales force alignment maintenance process
- Ensure that the call plans and HCP specialty business rules are in compliance

Qualifications for assistant director sales

- Ability to use standard software applications and hotel systems including SFA, NGS, Delphi, PMS, MARSHA
- Ability to execute against the strategy
- Good command of both
- Minimum 10 years of pharmaceutical sales, sales operations, analytical or related experience that includes data analysis and reporting or 5 years with Masters degree and related experience required, with demonstrated success in managing related teams and projects of increasing size and complexity
- Excellent verbal/written communication skills, attention to detail, and the ability to multi-task
- Excellent organizational, planning and project management skills with a strong attention to detail and ability to effectively manage multiple cross-functional projects simultaneously