



Example of Pharmaceutical Representative Job Description

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Our company is hiring for a pharmaceutical representative. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for pharmaceutical representative

- Process customer requests related to product samples and literature programs in a timely, accurate, and professional manner
- Display ability to thoroughly answer questions related to process of securing product samples and literature, including mandatory signatures required in order to execute delivery
- Project a professional company image through all phone interactions and establish ongoing relationships with clients by providing prompt and accurate service
- Display a positive attitude and customer focus, provide timely resolution for all customer issues, concerns, and/or questions using scripted responses
- Understand client systems and accurately enter all information into systems, ensuring data integrity
- Maintain training materials related to client, keeping current with updates provided by the training department
- Answer questions from providers and patients
- Share feedback and assist management in enhancing the programs in order to provide the best customer experience
- Input and compare patient data to source documents
- Communicate with other departments as needed

Qualifications for pharmaceutical representative

- Experience and relationships in territory required
- Experience in high-pressure and fast paced environment required
- Completion of the Pre-Employment Screen**
- 2+ years of strong business to business sales will also be considered
- Injectable sales experience highly preferred