

	Job Description Private & Public Market	Document Number:	
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		Approved By:	CEO
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Job Overview

Responsible for sales in a given territory.

Reports to

General Manager

Regional Sales Manager

Job Responsibilities and Duties for the Private Market

- Contact, approach, and build relationships with facility management at:
 - Dischem Pharmacies
 - Dischem Distribution Centre
 - CJ Distribution
 - Clicks Pharmacies
 - Clicks Head Quarters
 - Transpharm
- Ensure that complete coverage of all the above facilities in the territory is achieved quarterly.
- Provide management with updated information, for the database, for all facilities such as:
 - Name of contact person
 - Contact numbers
 - Email address
- Conduct introductory and regular refresher training in all your facilities for:
 - Executive Management
 - Middle Management
 - End-users
 - Support departments
- Direct all necessary inquiries to the Dr Temp website / online shop.
- All sales elements operate exactly like the public sector reps.

Job Responsibilities and Duties for the Public Market

- Manage all accounts (Public healthcare facilities) in the given Territory.
- Contact, approach, and build relationships with facility management at:
 - Hospitals, Depots, CHCs, Clinics, Gynecologists, Social Welfare, Universities, Colleges.
- Ensure that complete coverage of all facilities in the territory is achieved quarterly.



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- Provide management with updated information, for the database, for all facilities such as:
 - Name of contact person
 - Contact numbers
 - Email address
- Provide a weekly planner 2 weeks ahead of your visits to facilities.
- Conduct introductory and regular refresher training in all your facilities for:
 - Executive Management
 - Middle Management
 - End-users
 - Support departments
- Conduct regular night training in your facilities.
 - In the evening up to 9 pm
 - Where suitable
 - With the safety of driving in mind
 - Important aspects of your job and development of your territory.

Combined Job Responsibilities and Duties

- Provide a weekly planner 2 weeks ahead of your visits to facilities.
- Make appointments with all important people to avoid wasting time.
- Ensure 10 to 14 productive face-to-face calls are completed daily.
- Submit a daily report to management by 9am daily for the previous day.
- Meet and achieve allocated sales targets.

Any other tasks that may be added over and above this list. From time to time.