

Marketing and Sales Coordinator

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

Do the words *start-up* and *entrepreneurial* raise your excitement and heart rate? Does the idea of working in a company and industry that improves human wellness and impacts the lives of Canadians from coast to coast to coast sound like the kind of impact you crave? Can you imagine yourself in a dynamic and empowered workplace where critical thinking and problem-solving, entrepreneurial initiative, customer service and community are our daily mantras? If the answer is yes then the opportunity to join the Searchlight team is for you!

Searchlight Pharma, headquartered in Montreal, Canada, aspires to become a leading Canadian-based specialty healthcare company through best-in class execution of the search, acquisition, commercialization, and focused development of innovative and unique specialty healthcare products that improve life-long human health and wellness. Since our start in 2015, we have built Searchlight into a Women's Health specialist with a marketed product portfolio and future pipeline that spans all of the major categories in this therapeutic space. And we're not stopping there! Our business development activities are relentless and will see the company launch into additional therapeutic verticals over the coming years.

We are an organization that is dynamic, growing rapidly and that is financially backed by committed and deep-pocketed investors. Our growth has created the opportunity to add an incredible new individual to our team who can help us to make an even bigger difference and impact on our business growth and opportunities, as well as the communities in which we live and work. Our culture is empowered and fast-moving, and values people who think critically and challenge us to do better and more. If you're ready to roll up your sleeves and put on all of the functional hats that an entrepreneur inevitably does, then this is a unique chance to join one of the most dynamic emerging players in Canadian specialty pharma!

Position Summary

The Marketing and Sales Coordinator's responsibility is to work with the President and entire management team in leading the execution of brand and sales operations initiatives, the preparation of reports for analysis, the execution of key product and sales meetings and events, and to be a key marketing and sales liaison for internal and external stakeholders.

Reports To

President and CEO

Specific Responsibilities

1. Day-to-day management of company brands through competitive market analysis.
2. Assist in the implementation of marketing and sales programs.
3. Support the development of comprehensive business reviews by conducting analysis and research, including contributions to annual brand and sales reviews and annual budget and long term planning processes.
4. Maintain and update the KPI tracking tools and reports utilized in running our sales and marketing activities, including various weekly and monthly Compuscript, TSA, ex-factory sales, and call activity reports.
5. Act as key point of contact for the sales team and work closely with them.

6. Develop an understanding of our CRM system to become the first line of support for the sales team.
7. Act as a first line information resource for communication and information exchange with external customers and internal partners.
8. Co-ordinate projects with outside suppliers and support their implementation.
9. Provide administrative support to the President and management team.
10. Perform other projects and tasks as assigned, including ad hoc analytical 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, sales & financial analysis

Candidate Profile

Experience, Training and Education

Required

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

Asset

- University degree with a focus on Marketing or Management.
- Previous work experience in marketing, sales, packaged goods or pharmaceutical products.
- 1 – 3 years of experience in a similar position.
- Knowledge of other database software (i.e., Access) and IQVIA systems (i.e., Compuscript, TSA).

To apply, please send your resume: info@searchlightpharma.ca . Only selected candidates will be contacted.