

Safe Orthopaedics is looking for a **Sales Support Coordinator**

(Permanent position)

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**Who we are:**

Safe Orthopedics is an innovative company, based in north-west of Paris (43 people), specialized in the design, manufacturing and sales of medical devices for spine surgery. SAFE ORTHOPEDICS is securing the treatment of spinal fracture pathologies by differentiating itself by a unique model and technology. The company is selling products through a direct sales force in France, Germany and United Kingdom, and through a strong distribution network in Europe and export countries.

In order to support the Sales Group activities from the headquarters, the company is creating a new position and is looking for a **Sales Support Coordinator**.

Wishing to bring your dynamism and support to a pioneer company ? Join us!

**Your missions :**

You will be working along with the Company's Senior Vice-President Sales, your main responsibilities will be the following :

- Tender management (all direct markets)
- Sales (internal staff / sales meetings) & customer visits to Headquarters Office
- Compliance requirements customer activities to external/internal events (e.g. CNOM declarations)
- Sales supporting activities from the sales organization – e.g. demo needs & sales tools logistic management for individual sales reps and sales events
- Support of regional “smaller” congresses without the need for booth build
- Sales analysis / report documentation
- Distributor contract support
- Forecast coordination
- Inventory & Product usage verifications – country based

**We look for the following core competencies:**

- Good multi-tasking and problem-solving and organizational capabilities.
- Fluent (verbal & writing) in English / French and (at least verbal) fluent in one other language, preferably Spanish or German
- Positive can-do attitude is expected as well as being a team-player.
- Expected to promote culture of “excellence in execution”
- Ability to communicate effectively to all levels of the organization and customers (strong written and verbal skills)

- Proven evidence of Company Core Competencies: Results Orientation; Integrity; Interpersonal Effectiveness; Quality Orientation; Continuous Learning;
- Show strong project leadership
- Comfortable working with technical devices/information technology
- Ability to plan, organise and execute a project independently/accurately and on schedule
- “Can do” mentality and focused on getting results

**Your education and experiences :**

- University degree – B.Sc / B.A. or achieved with related working experience
- Minimum 1-2 years of experience in the health care industry preferably in the medical device sector in supply chain, sales or marketing.
- Strong interpersonal and communication skills.
- Ability to work within a matrix organisation and participate in collaborative decision making.

Advanced Microsoft office abilities with excellent knowledge of Excel and preferably other Microsoft office applications

**Further job details :**

Full time position

100% headquarters based, Eragny sur Oise (Val d’Oise)

Start June 2019

**Our contacts :** please send your application (resume and cover letter) to :  
[joinus@safeorthopaedics.com](mailto:joinus@safeorthopaedics.com)