

## **Job Requirements**

Job Title: Sales and Marketing Manager  
Wage Category: SMM I, II, III  
Department: Sales and Marketing  
Reporting to: President

1. Bachelor's degree in Marketing, Business Administration or related field required
2. Experience working in an executive/manager role required
3. Experience with Web analytics preferably Google required
4. Understanding/knowledge of Sales and Marketing with 3-5 years job related experience required
5. Familiarity with online content marketing and social media development strategies required
6. Ability to create, analyze and interpret documents, such as sales analysis data reports and marketing plans/reports required
7. Ability to effectively present information and respond to questions from customers, suppliers, employees, media and other company stakeholders required
8. Ability to work under pressure and tight deadlines required
9. Excellent English communication, interpersonal and customer service skills required
10. Excellent decision-making and problem-solving skills required
11. Strong analytical, and creative thinking skills required
12. Advanced computer skills, especially with Microsoft Excel, required
13. Some domestic/international travel required
  
14. Minimum of 5 years related work experience within the medical device industry preferred
15. Experience with Sage 50 accounting software preferred
16. Analytical ability to develop and implement Sales and Marketing related improvements preferred
17. Ability for domestic/international travel up to two times per year preferred
18. Ability to communicate in a second language (Spanish or Chinese) preferred
  
19. Proactive and able to make decisions
20. Maintain composure in difficult situations
21. Work independently with minimal or no supervision
22. Reliable, responsible, and trustworthy
23. Organized, detail oriented, and accurate
24. Outgoing, enthusiastic, and persuasive
  
25. Position: Full-time
26. Exempt
27. Working hours per week: 40
28. Hours gSource open: 7:30 am to 6:00 pm