

## **JOB DESCRIPTION**

---

**ROLE:** Tender Analyst

**SALARY AND BENEFITS:** Negotiable

**REPORTS TO:** Wholesale and Tenders Manager

**LOCATION:** Baroda, India

**TIME:** 10:00am to 07:00pm UK Time

---

### **PRIMARY RESPONSIBILITIES:**

- The main responsibilities are to look after tenders business.
- He/ She will take care of tender's quotation.
- Using weekly stock and price accordingly.
- Responsible for keeping track of tender business.
- Should have market awareness on products and report to management.

### **SECONDARY RESPONSIBILITIES:**

- Will monitor sales and margins.
- Will take care of promotions and sales analysis.
- Keep track of competitor's information.
- Will be responsible for transferring stock.
- Other miscellaneous commercial projects.

### **ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES:**

- Should possess strong excel skills.
- Numerate and analytical.
- Proven commercial capability.
- Excellent communication skills.
- Understanding of marketing and telesales.
- Knowledge of pharmaceuticals.
- Ability to take initiative and complete tasks quickly and accurately.