



## **Position: BD Account Manager**

### **Job Description:**

The BD Account Manager is responsible for selling full clinical research services (Phase I – IV) as well as other GMCS' services.

### **Responsibilities:**

- Meets and/or exceeds annual sales targets.
- Identifies, builds relationships, and closes business with new and existing clients.
- Aggressively pursues clients for new business sales opportunities.
- Assists in the representation of our company at trade shows when needed.
- Keeps database for client leads, accounts, and opportunities updated.
- Gains appropriate input to proposal from client and ensures that the final document addresses client needs and requirements.
- Works with Proposal Manager to ensure deadlines are met and the proposal addresses client decision-making criteria.
- Maintains contact with clients during the life of each accrued project and provides feedback to the Project Manager and senior staff on client satisfaction.
- Prepares/maintains required reports.

### **Education and Experience:**

- Bachelors Degree with two years in a medical or technical sales field.
- Demonstrated experience in the management of sales-related activities as an inside/outside salesperson.
- Ability to develop a technical understanding of CRO services to ensure good communication with clients
- Excellent oral communication and presentation skills in both Chinese and English.
- Demonstrated negotiating skills.
- Evidence of a personal style that builds client relationships and emphasizes high energy, collegiality, and effective teamwork.
- Good command of English language including reading, writing and speaking.
- Good computer skills in MS Office software applications

### **Reporting Requirements:**

The BD Account Manager reports directly to the General Manager.