

IMCoPharma a.s.**Department/Division: IMCoPharma a.s.**

Imcopharma is a fast growing pharmaceutical company, devoted to bring individual and innovative solutions to our clients and business partners. Our principal goal is to present our European business partners on the market in each CIS country. We are strongly focusing on providing API, excipients and final dosage forms, in/out licencing, transfer of technologies and development of new and innovative drugs. Our customers are pharmaceutical manufacturers located in CIS region. Our business partners are key European pharmaceutical manufacturers with an aim to expand their portfolio into CIS countries. We treat every request individually with an emphasis on service excellence under international standards.

Position title: Sales consultant**Position purpose:** To explore sales processes in pharmaceutical industry. The internship should prepare the candidate for future stable work position in the company.**Duties and responsibilities:** The trainee will be involved in daily work of Office Manager and Sales Specialist:

- preparation of sales contracts
- preparation of import documentation, including translation of Certificates of Analysis, Material Safety Data Sheets, Specification of Products, and other documents necessary for customs clearance
- preparation of registration documentation (CEP, DMF, GMP), reflecting registration policy issues and regulations of a particular country
- writing business letters to clients, basic phone communication in Russian, etc.
- liaising between the parent company and the particular branch office
- sending weekly reports to the parent company

Qualifications**Field/s of study:**

- Economics
- Business and administration (broad programmes)
- Languages

Level of study: master**Professional competencies:** organized, responsible, flexible, willing to learn**Key competencies/Language skills:**

- Russian - Advanced (Preferred)
- English - Upper intermediate (Preferred)

Key competencies/Computer skills:

- Web Browsing and Communication - Independent user
- Presentation - Independent user
- Word processing - Independent user

Key competencies/Other:

- Interpersonal Skills
- Reliability
- Communication
- Adaptability/Flexibility

How to apply

Please send CV, cover letter by 28/02/2019 at the latest.

Facts**Economic sector:** Human health activities**Size:** staff 21 to 50**Working language/s:** Russian, English**Type of work placement:** Internship**City/Country:** Moscow Russian Federation**Earliest start date:** 01/02/2019**Latest start date:** 30/04/2019**Duration:** 3.0 months**Remuneration:****Financial contribution:** 400 € EUR/month**Contribution in kind:**

- none

Application**Required application documents:** CV, cover letter**Application deadline:** 28/02/2019