

Job Analysis (Delegates)

Job Description

Administrative Information

Job Title: **Marketing Delegate**

Department: Marketing

Reports to: CEO/President

Job Number:

Date of Job Analysis

December 2013

Job Summary

Marketing of the services provided by Home Care Lebanon

Essential Functions Performed

- Visits physicians to promote company services; to deliver nursing reports of referred patients and to conduct evaluation visits when delegate holds a RN degree;
- Encourages sponsoring of specialized doctors or nurses meetings such as infectious diseases periodic meetings, etc...
- Visits insurance companies inside and outside
- Drops brochures in pharmacies, hotels, schools, baby care stores, embassies
- Coordinates between office, doctors, and patients;
- Distributes promotional material such as brochures, newsletters, notepads, gifts, etc. to doctors, secretaries, and insurance companies;
- Constantly updates data/visits into CRM sales force software
- Attends conferences
- Coordinates with head nurse and quality controller in training preparation
- Any other duty that may be assigned.



Job Specification

Education

Bachelor's degree in Nursing preferred. Medical background also accepted (Physical Therapy/Laboratory/Pharmacy/Biology/Chemistry, etc. or Marketing.

Experience

At least 2-3 years of experience in the marketing field

Skills Required

- Ability to operate a computer and basic office equipment;
- Proficient in English and Arabic;
- Speaking French is a plus;
- Ability to establish and maintain effective working relationships with patients, employees, doctors, and insurance companies;
- Organizing, planning, and problem-solving skills;
- Excellent interpersonal and communication skills
- Ability to work as a part of a team;
- Ability to work in office and on field
- Ability to relate to the public regardless of ethnicity, religion and economic status.