

Job Description

Title: *Commercial Manager*

Cost Ctr: XXX

Work Location: Accra, Ghana Position Status: Full-time Part-time

Division & Department:

Position Reports to: VP, West & Central Africa

COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Teaming and collaboration
- Advancing science and technology - for a better world
- Dedicating ourselves to our clients' success
- Competing and winning in the marketplace

JOB SUMMARY

The Commercial Manager will support the Vice President, West & Central Africa in the acquisition of new accounts and the management of existing base business. She/he will also be responsible for identifying opportunities for new contracts in the region and initiating pursuit. The role will require a bilingual (French/English), self-starter, enthusiastic, solution oriented and highly motivated individual who can work autonomously.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time-to-time.

- Build and nurture client relationships
- Daily management of accounts with special focus on receivables
- Working together with relevant departments/internal stakeholders in support of sales pursuit
- Qualification of leads and identification of new opportunities for entire company's portfolio of solutions
- Initiate and lead the sales process for brand opportunities
- Coordination for on-time finalization and submission of monthly reports to agreed customers
- Coordinate timely submission of quarterly reports by stakeholders
- Ability to grow and develop the base responsibilities of this position in alignment with the company's overall strategy
- Assist VP with program related duties and partner management as required within the West and Central Africa Region.

Job Description

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- Master's degree in Business, Management or Law
- Good business culture
- 5-year experience in complex sales, corporate/external affairs or marketing with client facing activities
- Experience working for multi-national or American companies including familiarity with laws and regulations under the Foreign Corrupt Practices Act in the USA and Anti-Bribery provisions in the UK
- Experience negotiating with government officials and national level organizations and leaders, as well as networking with industry leaders
- Proficient with MS Office
- Excellent written and verbal communication skills
- Ability to prioritize a diverse and heavy workload and meet tight deadlines.

SPECIAL REQUIREMENTS

- Due to the work requirements of this position, it is not a normal Monday to Friday, 9 to 5 job;
 - There may be some occasions when work will be required in the evenings and or at weekends.
 - There may be a requirement to travel some weekends or evenings.
 - Candidates should have no barriers or impediments to travel by air, road, rail or sea to other countries as required from time to time.
- French/English bilingual

NOTIFICATION

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is "At-Will" and based on mutual consent. Authentix, Inc. is an Equal Opportunity Employer.

<i>Human Resources use only</i>	
Job Title	TITLE
Management (Yes / No)	

Job Description

Status (Exempt / Non-Exempt)	
Date Revised	
HR Approval Signature / Date	
Executive Approval Signature / Date	