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# Example of Analyst, Sales Operations Job Description

Our growing company is looking to fill the role of analyst, sales operations. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for analyst, sales operations

* Working closely with sales and marketing to provide forward thinking, and ongoing insight based on market dynamics
* Planning and delivery of several high impact projects including CRM, MDM, BI
* Providing excellent project management services
* Provide comprehensive data & market analysis to ITO and ABS sales leadership in Funnel, Forecast, Finance and Sales Metrics domains to support sales decision making
* Provide recommendations for improvement / change to key stakeholders, based upon analysis
* Develop and evolve key metrics
* Build a customer-focused culture at the heart of sales operations to better support the sales management community in EMEA
* Deploy standardised sales processes and high quality management information across EMEA to improve sales management effectiveness
* Provide scalable resilience and flexibility as part of our sales operations model in support of changing business requirements
* Participate in best practices with regards to system maintenance, configuration, development, testing, data integrity

## Qualifications for analyst, sales operations

* Developing, maintaining, and enhancing team scorecard and KPIs
* Maintaining AM deadline and goal audits to include variances, collection goals, m3u8s, log-ins, DSM and Freewheel variances, contract status reports, re-expression reasons, adjustment reasons, product updates, unbilled lines
* Owning operational efficiency relationships and process, to include, but not limited to, EDI, Operative, MediaTrust, Ad Ready to ensure internal and external adherence to SLAs and policy
* Owning end to end billing process, and when necessary, act as team point person for all internal and external billing conversations
* Bachelor’s degree in a technical field (Finance, Economics, Business, Engineering, MIS, Computer Science or related field)· Excellent organizational, communication, interpersonal and teamwork skills· Intermediate to Advanced understanding of Microsoft Office
* Working to ensure the system of record for opportunities, Salesforce.com, accurately reflects each specialist groups forecast