Downloaded from <https://www.velvetjobs.com/job-descriptions/sales-analysis>

# Example of Sales Analysis Job Description

Our company is looking for a sales analysis. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for sales analysis

* Evaluate sales performance measured against sales quotas
* Analyze business segments to determine profitability and establish a baseline for recommending product, promotion, distribution, and price changes
* Partner cross-functionally as appropriate to provide market or competitive information to Business Development, Sales
* Support creation of the annual budget, forecasts and customer sales plans
* Prepare, analyze and distribute weekly sales reports to senior management
* Prepare financial reporting and analyze performance against forecasts and budgets
* Assist in the month end close
* Review and reconcile balance sheet on a monthly basis
* Calculate commissions on monthly basis for Ad Sales and Marketing Partnerships teams
* Collaborates with cross-functional management to develop, evaluate, and recommend technical and systematic procedures that make process flow more efficient for the organization as a whole

## Qualifications for sales analysis

* Experience with/knowledge of advanced data tools, MS Access, SQL, VBA, MDX, Powerpivot
* Be a high energy, results oriented individual with a commitment to detail and a reputation for “getting things done”
* Exhibit strong time management and organizational skills with particular attention to detail
* Strong MS Office skills a requirement, particularly Excel, Powerpoint and Word
* Partner seamlessly with inventory planning, pricing and analysis and sales team to devise strategies to maximize ad revenue
* Responsible for providing inventory, deal planning, and pricing support to the Sales Team