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

# Example of Sales Operations Administrator Job Description

Our innovative and growing company is searching for experienced candidates for the position of sales operations administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for sales operations administrator

* Engages with fan demographics and manages data entry fan demographic database, while using the information to leverage external revenue opportunities
* Works closely with Lion Champion Fund, Lion Sports Properties, and all fan engagement activities
* Prepares ticket sales reports and assists with forecasting sales based on marketing initiatives
* Manages game day and daily box office and ticket sales
* Performs outbound sales calls to obtain and grow ticket purchases
* Assists with ticket application design, creates events and ticket packages using ticketing software and assigns seats
* Assists with ticket publications, marketing pieces, and season ticket renewals and pricing structures
* Develops and implements ticket sales strategies to obtain and grow ticket sales with prospective groups, seasons, and individual ticket purchasers
* Manage general administrative duties such as auditing and submitting expense reports, creating purchase orders, making travel arrangements
* Oversee all issues related to building lease and maintenance, copier/printer, phone system

## Qualifications for sales operations administrator

* Minimum Diploma, a degree will be an advantage
* Strong Customer Service experience and strong interpersonal skills
* Excellent organizational skills and collaborative work style
* Learn and retain new concepts and technology quickly
* Follow through on all assignments independently, and open to directions
* Able to work amiably in a team environment