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# Example of Sales Operations Administrator Job Description

Our company is growing rapidly and is looking to fill the role of sales operations administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for sales operations administrator

* Assist in the maintenance, stocking and distribution of all marketing material (product specifications, brochures)
* Running reports for sales intelligence and forecasting
* Maintain the integrity of OU Sales Territory’s records, working with Sales Managers and sales reps to ensure correct assignments
* Working directly with the OU Sales team to identify issues and provide solutions
* Review collected data for accuracy, and present findings to the Sales Operations Director
* Develop and maintain good working relationships with internal support groups (back office Operations teams etc), to ensure data processing is managed in a timely and accurate manner
* Document and maintain documentation of the processes related to his/her tasks
* Add, remove and maintain changes to customer data as it relates to enrollment on Loyalty Programs, Emerging Market, and Special Pricing Agreements
* Validate weekly enrollments to various loyalty programs and update master spreadsheets and databases
* Provide third party loyalty program vendor with weekly documentation for loyalty programs enrollments and statuses

## Qualifications for sales operations administrator

* Bachelor’s Degree in Sales, Business Administration, Marketing or related field
* Handling invoices (coding, PeopleSoft ) from suppliers (hotels, couriers, speakers)
* Knowledge of Database Engineered Systems (ODA, Exadata) is a plus
* Data Warehouse design is a plus
* Shell scripting for administration, monitoring
* University degree/diploma (or equivalent) in Computer Science field