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# Example of Sales Operations Manager Job Description

Our innovative and growing company is hiring for a sales operations manager. 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 operations manager

* Develop and assist the sales team in creating sales proposals, including power point and prep work for client visits
* Work with internal development team in the creation and accuracy of reporting dashboards
* Direct timely and accurate sales org systems maintenance, enhancements, reporting and data visibility/predictability initiatives to provide accurate tracking and increase visibility
* Assist with the maintenance of the NHA Customer Relationship Management software so that it is up-to-date and accurate
* Assist in creating and modeling of sales and compensation plans for the sale organization
* Quarterly Business Reviews (QBRs) – Work with sales and sales operations to prepare quarterly business reviews
* Pipeline Management – Standardize methods for measuring pipeline quality and provide transparency and insight to sales managers
* Territory Analysis and Quota-Setting – Support the annual sales planning process by providing the necessary data and tools to analyze bookings history and rebalance territory definitions
* Sales Performance – Leverage Sales Ops/Sales Finance to define and consolidate performance metrics (quota performance, activity management, pipeline creation and quality, forecast accuracy)
* Partner with Marketing to assure the needs of the sales team are well represented and understood prior to the development of sales collateral and sales events

## Qualifications for sales operations manager

* Creates and sustains ongoing forums that encourage two-way communication opportunities
* Must be able to work in an office environment primarily
* Bachelor's degree in Information Technology or - Business (preferred) and 7 - 10 years sales ops experience with mobile phone industry
* An innovative and resourceful problem solver with a strong entrepreneurial bent
* A minimum of five+ years progressive business experience
* Demonstrated success working with and presenting to leadership