



Example of Sales Operation Job Description

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Our company is hiring for a sales operation. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for sales operation

- Exposure to a global matrix driven organization
- Collaborating with the broader Supply Chain department, plan, develop and manage departmental improvement plans
- Closely monitor the W.O.H of T1, reconcile T1 inventory and keep stock level in healthy level
- Own sales data and system maintenance, as super user of sales reporting systems, in charge of data stream tracking
- Provide constructive and strategic analysis to sales and marketing team from different aspects, by channel, by customer, by salesperson.etc
- Coordinate with sales team and CCMs to align on DCS forecast and convert to SI forecast every cycle on the basis of understanding business strategy and product position
- Optimize and drive sales analysis activities that are aligned with our commercial, channel and division business strategies
- Partner with commercial teams to develop revenue forecasts and budgets, establish high levels of quality, accuracy and process consistency in planning, forecasting and budgeting approaches
- Work closely with commercial leaders to design sales incentive programs that provide market-competitive pay, reinforce sales strategy, and align with business objectives
- Proactively identify opportunities for sales process improvement

Qualifications for sales operation

- Collaborate with the System, Customers and Key Stakeholders – Seeks to develop and maintain relationships with cross functional teams to bring best-in-class practices to project work
- Finance or Business Administration field of study
- Field of study - Economics, Industrial Engineering, Business Administration (First year)
- Available for 80% position (4 days a week) - MUST!
- Ability to multitask, prioritize, balance a complex workload and pay attention to details