



# Example of Sales Operation Job Description

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Our company is looking for a sales operation. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for sales operation

- Update/Manage Sales Policies and Procedures to be used by Dealer network
- Manage, administer, and operationalize all sales force compensation plans
- Mainly support Sales Marketing activities and SCM operation
- Validate sales documents adherence to sales order policy
- Supports day-to-day post-sales order transactions
- Proactively follows-up and work closely with cross functional team
- Support marketing activities (Included digital marketing activities)
- Generate regular reports and dissemination to sales division and various business departments
- Support and participate in admin projects assignment
- Perform any other tasks as and when assigned by the superior

## Qualifications for sales operation

- Ability to work as proactive member of a team, independently
- Must have experience with International Carriers and Terms - UPS, Fedex
- Interpersonal skills and a strong team-player
- Fluent in Hebrew and English (Part of the interview will be in English)
- Basic Technical understanding of Networking infrastructure
- Ability to participate as a team-member leader in a fast paced, team oriented environment