



# Example of Sales Operation Job Description

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Our growing company is hiring for a sales operation. 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 operation

- Manage a portfolio of special projects, including data gathering, analysis, planning, presenting to senior department management, implementation, and post-implementation impact assessment
- Be central person who coordinate between end users (sales division of dealership) , system developer, support team and with GTAS HQ for any issues and process implementation
- Report to top management internally and GTAS HQ regularly on system usage, performance and plan for improvements
- Maintain and supervise user on Truck Sales Process (TSP) and CV360 as super user
- Central person to coordinate the operations between sales team of dealership and system administration so that the related systems run smoothly and accurately
- As a trainer, Train the end users (sales team at dealership) so that they are capable to run TSP and CV360 by themselves
- Periodically review the results and quality of TSP System and CV360 database with Sales Operations Manager
- Ensure orders tie out to HFM (Hyperion Financial Management) statistics, enforce orders deadline compliance, and follow up on late data
- Manage Dealer terminations, buybacks and buy/sell agreements as it relates to truck sales
- Manage all Corporate Inventory to achieve corporate approved inventory

## Qualifications for sales operation

- Experience using Salesforce.com or other CRM tools
- A self-starter, able to manage multiple tasks at once, learn systems quickly and the ability to work with minimal direction
- Fluent in reading, writing, and speaking in Mandarin and English, additional languages a plus
- Operations experience in Rooms and or Food and Beverage preferred
- Student of Business Administration, Marketing or related fields
- Native Greek