



Director of Sales Operations

[Application Link](#)

Compensation: \$105,000.00 to \$120,000.00 Annually, plus bonus
Benefits Offered: 401K, Dental, Life, Medical, Vision
Employment Type: Full-Time/Exempt

Overview

Provide sound, metrics-based, and organizational health aligned sales operations guidance and work independently and with others to effectively fulfill a high-level sales operations role.

Behavioral Expectations

- Identify and seek personal and professional growth opportunities and proactively contribute to the success of the team and company.
- Courageously adapt, celebrate the achievements of others, and take pride in doing quality work.
- Develop and leverage self-awareness and self-management to establish and maintain genuine relationships with colleagues, leadership, and external stakeholders.
- Proactively learn about and consciously leverage your unique and powerful Strengths in a manner that supports cohesion and company-wide success.

Tactical Objectives

- Coordinate, own, and appropriately distribute sales forecasting, planning, and budgeting processes used within the sales and marketing organization.
- Direct and support the consistent implementation of company sales initiatives.
- Supports the equitable assignment of sales force quotas and ensures quotas are optimally allocated to all sales channels and resources.
- In conjunction with EVP of Sales and Marketing and People Engagement, ensure sales department policies and procedures are reviewed, documented, distributed, and saved.
- Work in close collaboration with the National Sales Director and EVP of Sales and Marketing to review and implement improvements to sales process quality.
- Work with EVP of Sales and Marketing and other internal stakeholders to maintain a sales exception goal of 10% or less.
- Work in close collaboration with EVP of Sales and Marketing, National Sales Director, and IT/IS to optimize existing sales technology; suggest and execute approved changes.
- Work in conjunction with Finance/Accounting, People Engagement, National Sales Director, and EVP of Sales and Marketing to review, refine, and execute changes to sales incentive programs.
- Direct and support the consistent implementation of company sales initiatives.

Required Skills, Abilities, Experience, Education/Certifications

- Must have at least five years of relevant experience, which includes successfully completing and owning sales operations tasks and responsibilities.
- Must have a B.S. or B.A. in a related field or equivalent experience.
- Must have access to reliable internet and power.
- Must have a strong working knowledge of all Office Suite products, particularly Word, PowerPoint, and Excel.
- Must have a working knowledge of, or be able to quickly learn, ZoHo, and other tools that support sales data organization.
- Must have space where you can work with minimal interruptions.
- Must be able to walk the line between driving quantitative sales results and qualitative team engagement.

Physical, Mental, and Sensory Capabilities

- Be able to speak, write, and communicate fluently in English.
- Be able to learn and utilize new technologies to fulfill job functions.
- Be able to recognize, understand, and respond to written and spoken words, understand facts and figures, and adhere to established processes.
- Be able to effectively use a variety of peripherals, such as a printer, scanner, computer, phone, etc.
- Be able to pick up, lift, assemble, carry, and move objects, equipment, and luggage of up to 80 pounds.
- Be able to maintain sustained concentration on computer screens.
- Must be able to regularly travel, which includes prolonged overnight stays.

We are proud to be an Equal Opportunity Employer. All individuals will be required, once hired, to successfully pass a background, reference, and education verification process and must demonstrate that they are legally authorized to work in the United States.