

## Position Profile

**Job Title:** Sales Operations Analyst  
**Reports To:** Vice President of Sales  
**Department:** Sales

### Summary:

This position provides support to sales management and staff on strategic and tactical issues related to achieving the company's annual contract revenue goals.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned as required.

- **Executive Support**

- Assist sales management (VP of Sales and Director of Business Development) in the planning and execution of daily tactical issues
  - ✓ Meeting schedules
  - ✓ Travel
  - ✓ Events
  - ✓ Budget management
- Review expenditures for adherence to annual budget
- Assist in enhancing the 4GL sales process via new programs, procedures, or resources

- **Operations Support**

- Ensure timely and accurate reporting of sales metrics
  - ✓ Pipeline report
  - ✓ Named account list
- Support the production of timely and accurate Territory Plans
- Ensure the currency of Territory Plan documents and make them available to all appropriate parties
- Support sales training initiatives
  - ✓ Schedules
  - ✓ Content development
  - ✓ Materials development and distribution
  - ✓ Meeting coordination
  - ✓ Meeting follow-up activities
- Support sales meetings/events
  - ✓ Schedules
  - ✓ Content development
  - ✓ Materials development and distribution
  - ✓ Meeting coordination
  - ✓ Meeting follow-up activities

- **Sales Support**

- Conduct research in support of territory planning activities
  - ✓ Review target district websites to gather current information
    - Board meeting schedules and reports
    - Executive staff changes
    - Board member news
    - Significant events, plans, etc.
  - ✓ Review state DOE websites to gather current information
  - ✓ Review local newspapers of target districts to gather current relevant information
- Develop presentation materials in coordination with Marketing Department initiatives
  - ✓ PowerPoint Presentations
  - ✓ Sales collateral pieces
  - ✓ Event/Meeting handouts
- Support the Account Executives in closing business
  - ✓ Develop proposals
  - ✓ Coordinate prospecting campaigns
  - ✓ Maintain 4GL presence on all target district procurement lists