



A CANCOM COMPANY

## Sales Operations Manager

Due to growth, we're now recruiting for a commercially minded Sales Operations Manager to collect, analyse and report on sales information in order to develop and maintain a sustainable sales infrastructure and maximise sales productivity.

Reporting to the Chief Operations Officer, this is a new and key role where you will rely on your tenacity and excellent analytical and commercial sales experience to be successful. You will currently be undertaking a similar role preferably within IT/Sales environment and looking for the next challenging step in your career.

We are open to candidates who are looking for a flexible working arrangement.

### Key Responsibilities:

- Develop and manage the sales forecasting process and analyse past trends to effectively forecast future sales;
- Develop and implement fully integrated and end-to-end sales and service processes and identify opportunities to continually improve;
- Ensure projects initiated by all other functional areas of the business are able to be successfully adopted by the Sales team i.e. new product go-to-market requirements
- Develop and maintain the relevant sales administration documentation, SOP, policies and processes, encompassing best practice and appropriate KPI data.
- Implement agreed standardised processes and policies;
- Responsible for the sales audit process;
- Accountable for ensuring all customer and contract data is maintained in accordance with data governance standards and guidelines.
- Maintenance of the sales commission plans, including target setting, monitoring and reporting on performance;
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### Skills and Experience:

- Previous experience undertaking a sales operations role, preferably within IT / sales environment;
- Commercially astute and highly confident in manipulating, interpreting and reporting on financial/sales data and key trends;
- Excellent administration skills and highly proficient in IT and MS packages especially MS Word and Excel as well as CRM tools;
- An enquiring mind with a logical approach to work, combined with analytical and problem-solving skills in order to confidently analyse and articulate trends as well as large sets of data;
- Excellent communication skills both oral and written with the ability to influence and articulate an opinion effectively;
- excellent interpersonal skills, the ability to work cross functionally and interact confidently with multiple stakeholders;
- Goal-orientated, tenacious and results driven approach to work with the ability to meet and exceed expectations, targets and deadlines;
- Demonstrated ability to prioritize, manage time and multi-task effectively in a fast-paced environment;
- keen eye for detail, places great importance on accuracy and attention to detail;
- proactive in approach with a flexible attitude;
- a self-starter with the ability to work independently with minimal supervision;
- team player – understands the importance of collaborative working.

**Location:** Based from OCSL Headquarters at Wisborough Green or from our office in St Ives, but with the flexibility to work from home when required.



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## SALES OPERATIONS MANAGER

**Hours:** Monday to Friday 9am to 5.30pm (37.5 hours per week), with flexibility.

**Salary:** Up to £35,000 depending on skills, experience and qualifications.

**Start date:** ASAP

### **Benefits & Perks:**

Includes: 25 days annual leave, life assurance, healthcare cash plan, employee assistance programme, on-line discounts & savings platform, free parking, free fruit, spot bonus scheme, recruitment bounty scheme, free fruit Monday, dress down Friday, Fundraising, Sports & Social club.

### **Additional Information:**

- Must have the right to live and work in the UK;
- Must have access to own transport due to location.

### **To Apply:**

Please include a covering letter (which includes salary expectations) along with your CV outlining the skills and experience that make you the ideal candidate for this position.

Think you'd fit in? Surprise us at [careers@ocsl.co.uk](mailto:careers@ocsl.co.uk).

We look forward to hearing from you!

### **About us**

Join us at the forefront. Put your talent to the test. Make leaps in your field. We are a creative, collaborative place, delivering transformative results with remarkable technology for remarkable clients daily. Working here is challenging, rewarding and exciting. We welcome adaptable, enterprising professionals and invest heavily in their development.