



Sales Administrator

Location: Des Moines, IA preferred but not imperative

Reports to: SVP of Global Sales

Timing: Immediate

Description

We are looking for a highly qualified and driven Sales Administrator to join our sales team and help us to scale and achieve our exponential growth goals.

In this role, you will contribute to the sales operations in a continuous delivery/continuous deployment environment and work closely in conjunction with the SVP of sales for weekly/monthly/annual planning and serve as the key liaison to cross functional teams including S&P, Marketing, Finance, HR, Product, Services across all regions.

Responsibilities

This position will directly support the sales team, our partners and work in close coordination with the Igor marketing team and will be responsible for driving initiatives that encompass four major aspects of the business:

- Ongoing sales, sales support & operations
- Messaging & content development
- Partner support, alignment & activation
- Reporting and forecasting

Activities will include but are not limited to:

- Weekly sales and revenue forecasts
- Support of sales representative working teams in sf.com
- Creation of proposals and quotations
- Support sales in preparation of presentations and content
- Support of partner on-boarding, training and contracting
- Orders and invoice verification and tracking
- Contact clients and partners to obtain missing information or answer queries
- Liaise with the Logistics department to ensure timely deliveries
- Maintain and update sales and customer records
- Create weekly/monthly sales reports
- Communicate important feedback from customers internally
- Ensure sales targets are met and report any deviations
- Stay up-to-date with new products and features
- Attend weekly, monthly cadence meetings
- Continually look to simplify, automate, drive efficiency and process improvements

Requirements

- 10+ years of experience as a Sales administrator, Business Analyst, Sales Operations Manager and/or Operations Advisor leading small and large, complex, interdependent programs with a proven track record of success
- Both small company and large enterprise working experience
- Hands-on experience with CRM software (sf.com) and MS Office (MS Excel in particular)
- Understanding of sales performance metrics
- Excellent organizational and multitasking skills
- A team player with high level of dedication
- Ability to work under strict deadlines
- The ability to multitask and quickly switch your focus as will happen in a small high growth company environment

Desirable

- Associate's or Bachelor's Degree in Business Administration or similar preferred.
- Certification in Marketing, Sales or relevant field is a plus
- Understanding of Smart Building related technologies, players and market

To Apply

Send your resume to HR@igor-tech.com with the job title in the subject line. Applications will be considered on a rolling basis until the role is filled.