

See Maria in HR or email maria.fisher@bestbath.com to Apply. Closes when right candidate is found.  
Starting base salary \$50K more DOE. Profit share Tier 3 (\$1250 monthly) if company profitable.



## **Bestbath**

### **Sales Operations Analyst & Sales Operations Analyst Senior**

### **Job Description**

**Position Title:** Sales Operations Analyst / Sales Operations Analyst Senior

**Date Revised:** 6/8/2021

**Department:** Sales

**Reports to:** VP of Business Development

**FLSA Status:** Salaried (Exempt)

#### **Job Summary:**

The Bestbath Sales Operations Analyst is an experienced sales operations professional with a strong background in related processes, strategy, and technology to lead our sales enablement efforts. The position will report directly to the Vice President of Business Development and be responsible for ongoing efforts to support and analyze sales and sales processes, oversee the funnels, manage our CRM, optimize programs, and provide cross functional collaboration. As the corporate leader for sales operations, the position offers a great opportunity for a professional seeking an impactful role with career growth potential.

#### Key Responsibilities

Ongoing oversight and optimization of sales process and functionality, elimination of bottlenecks.

Continuous improvement, simplification, and management of CRM to support and enable sales team, and to ensure effective use.

Development and reporting of sales funnel and metrics, including stage to stage conversions.

Provide appropriate analytics and KPI reporting of relevant data for leadership decision making.

Partnering with marketing team to develop and manage lead handling and flow.

Cross functional collaboration to support overall business improvement efforts.

#### Qualifications

3+ / 5+ years' experience directly in sales operations or sales management with similar responsibilities.

Veteran experience in management and optimization of CRM and ERP platforms, including customization and development of reporting for sales enablement and leadership insights.

Keen understanding of process flow mapping and ability to lead related sales improvement efforts.

Strong project management skills, and ability to manage multiple projects, timelines, and deliverables.

Team player attitude with ability to self-direct, lead, or collaborate across functions, and also comfortable in supporting and enabling sales staff.

Bachelor's degree in business, marketing, or related field.

#### **Working Knowledge and Skills**

- Medium to advanced computer skills / proficiency
- Sales & ERP software experience / knowledge
- Basic office equipment knowledge
- Excellent customer service ability

#### **Ability to**

- Read and write English competently with accurate grammar
- Understand and accurately calculate basic business math

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- Answer questions with clarity
- Sit at a desk for extended periods up to and including 8 hours a day

### **Work Environment & Physical Demands**

- Work is performed primarily in an office environment with moderate noise level. The employee in this class is frequently subject to inside environmental conditions, which provide protection from weather conditions but not necessarily from temperature changes.
- Position requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks:
- Constantly requires sitting at a desk for long periods of time, up to 8 hours and ability to lift up to 20 lbs.
- Constantly requires clarity of speech and hearing, which permits the employee to communicate effectively
- Constantly requires clear vision to read printed materials and computer screen to accomplish work
- Constantly requires repetitive movement of the wrists, hands, and/or fingers

### **Travel Requirements**

- Occasional local and national overnight travel to attend seminars and training, attend trade shows, and visit customer and prospect work sites

### **Disclaimer**

Must perform the essential duties and responsibilities, with or without reasonable accommodation, efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

**To comply with the Americans Disability Act (ADA), Best Bath Systems may make reasonable accommodations for qualified individuals with disabilities to enable them to perform the essential job functions.**