

Job Description

- Document title:

Sales Operations Analyst»

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Job role	Sales Operations Analyst
Department	Sales
Location / Working place	Geneva
Reporting to	VP PMO and Sales Operations

Mission

- Provide broad operational day-to-day support of CRM, sales processes, action tracking and report creation
- Assist with sales pipeline
- Drive increased inbound leads
- Analyze market, customer, pipeline and forecast data
- Contribute to WIS@key revenue and profitability increase

Main responsibilities

- Support, maintain and manage CRM data and administration
- Provide models and statistical studies for the Sales Team
- Track and analyze key metrics including pipeline growth, win/loss rates, and time to quote
- Manage the operations reporting across hardware and software business units.
- Support sales process adherence
- Assist Sales Leaders with Pipeline and Opportunity inspection
- Support reseller and distributor agreements in managing revenue and metrics
- Support the lead qualification process, analyze and report on campaign performance
- Enhance sales productivity by enabling the team to work smarter by simplifying processes
- Leverage internal data, along with market and competitor research, to help drive sales strategy
- Manage complex data sets requiring sophisticated analysis, for advanced interpretation and predictive analytics to drive opportunities, sales and actions

Main interfaces

Internally :

- Sales
- Marketing
- PLMs
- Customer Service
- Supply Chain
- Product R&D
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- Finance

Externally :

- Customers & Partners

Requirements

<ul style="list-style-type: none"> • Educational background / diplomas • Experience 	<ul style="list-style-type: none"> • Bachelor's degree preferred • Experience in applications such as Excel and CRM <ul style="list-style-type: none"> • Admin and User level knowledge of Hubspot Marketing Hub and CRM hub • Experience with Excel, including pivot tables, pivot charts, and dashboards • Process and evaluate data effectively <ul style="list-style-type: none"> • Competitive analysis • Lead generation • Opportunity assessment • Quote template development • Trend analysis
<ul style="list-style-type: none"> • Skills 	<ul style="list-style-type: none"> • Analytical assessment <ul style="list-style-type: none"> • Data management • Self motivation • Process improvement assessment • Process development and management • Ability to build relationships with people in an open, friendly, and accepting manner • Drive to innovate and optimize the use of available resources • Comfort with adapting and adjusting to multiple demands, shifting priorities, ambiguity, and rapid change • Strong leadership skills • Good written and verbal communication skills. • Good interpersonal and multi-tasking skills. <ul style="list-style-type: none"> • English fluent
<ul style="list-style-type: none"> • Others 	<p>International and Domestic Travel may be required.</p>

To apply, please send your CV and motivation letter exclusively by email to : ipecharroman@wisekey.com

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