

		
Document Title	Document Description	Version No.
FRM-21-01	<i>Sales Operations Analyst</i>	0
Type of Position:	<i>Full-time</i>	

SourceMark is a US company based in Franklin, TN, providing surgical, infection prevention, and anesthesia/airway products. We partner with US and OUS pioneers to bring high-quality, innovative products to over 3,000 US customers.

Founded in 2002, SourceMark is proud to offer products that provide meaningful clinical differentiation without compromising quality or complicating clinical workflows or the clinical experience. We team with the leading group purchasing organizations (GPO's) and national distributors and are a certified minority-owned business.

1 PURPOSE

As a SourceMark employee, the Sales Operations Analyst maintains the highest ethical professional standards, is strategic and thoughtful in their work, and proactively seeks opportunities to improve the performance of the Sales organization and the company. The Sales Operations Analyst is responsible for the overall productivity and effectiveness of the sales organization, and works closely with internal and external stakeholders, including executive leadership, to support the company's goals. Reporting to the Vice President Sales, the Sales Operations Analyst manages and coordinates sales analytics, programs & software application, business information and records, and sales activities. Proactively strives to maintain the highest levels of quality and accuracy within the sales organization's operational performance.

2 DUTIES AND RESPONSIBILITIES

- Manages Sales Analytics & Reporting
 - Develops, manages, and reviews Sales analytics and reports.
 - Proactively provides objective insight regarding performance and customer trends.
 - Reviews, maintains, and distributes Sales forecasts reporting.
 - Attends Sales Staff calls
- Manages Sales Programs & Software
 - Implements business programs and tools including design changes.
 - Acts as liaison between company and vendors.
 - Maintains sales applications and platforms on a planned schedule to ensure accurate and timely information.
 - Trains staff on assigned programs and business tools.
 - Updates and maintains business platforms including CRM and business intelligence tools.
 - Provides technical assistance and serves as point of contact for software and program support and troubleshooting.
- Manages Client Information, Records, and Reporting
 - Updates business intelligence records including client, GPO, and distributor rosters.
 - Updates and maintains price agreements and ensures timely renewals.
- Representing the Sales organization, coordinates with other business function and stakeholders
- Builds peer support and strong internal-company relationships with other key management personnel.
- Assists in developing and executing effective Sales incentive programs including internal and external stakeholders.
- Willingly engages in other projects and tasks as needed to support the company's overall performance.

3 ACCOUNTABILITIES AND PERFORMANCE MEASURES

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- Achievement of sales, profit, and strategic objectives for the business unit supported.
- Accountable for the on-time implementation of sales organization's performance objectives.
- Accountable for the thorough implementation of sales organization-impacting initiatives.
- Responsible for the efficient allocation of technology, support, and training resources impacting the sales organization.
- Accountable for accurate and on-time reporting, essential for sales organization effectiveness.
- Achievement of strategic objectives defined by company management.

4 QUALIFICATIONS

- Four-year college degree from an accredited institution or equivalent work experience
- Two years sales, sales operations, or sales analyst experience in a business-to-business sales environment.
- Demonstrated proficiency in managing analytically rigorous initiatives.
- Highly proficient in MS Word, PowerPoint, and Excel.
 - Ability to merge/consolidate data from multiple files.
 - Ability to build and navigate advanced Excel functions.
 - Ability to build complex formulas.
- Proficient in utilizing and maintaining a CRM platform.
 - SFC or Maximizer
 - Power BI preferred
- Background in or knowledge of the Surgical market a plus

5 ENVIRONMENTAL JOB REQUIREMENTS AND WORKING CONDITIONS

- Work location – Franklin, TN (Hybrid)
- This position may require occasional travel.
- All prospective employees must pass a background check.
- Candidates are At-Will employee.

6 COMPENSATION

- Base salary
- Annual bonus
- Benefits (Full Time)