



Job Title: Sales Operations Administrator

CrescoData is an exciting market leader in the eCommerce space. Headquartered in Singapore, it delivers Commerce-in-the-Cloud services to enterprise customers across the globe.

This is a unique opportunity to work in an agile market-leading company in a fast-growing sector and work with large global customers. At Cresco we work hard as an energetic tight-knit team, we are hustlers who pull together and have FUN! Come and join us on our journey.

Culture

Culture is something that is super important to us at CrescoData. You'll be joining a friendly, inclusive team that values people, growth, development and fun! We regularly run weekly company initiatives like fitness bootcamps, team building days, monthly awards for going above and beyond and team events to reward hard work and a great attitude. Expect to join a unique market leading eCommerce company with a global culture and mindset .

The Role

Based out of Singapore or Australia and reporting into the Head of Sales you will be supporting and enabling frontline sales team to sell more efficiently and effectively by providing strategic direction and reducing friction in the sales process. To do this, sales ops fulfills both strategic and tactical functions. This is a cross-functional role, having a high-level view of all current projects and the different parts required to meet the project deadlines. You will work closely with the senior management team and guide and manage all internal and external stakeholders to Assist in meeting revenue targets.

Responsibilities

- Provide insight, analysis, and trends to drive sales effectiveness and productivity
- Produce Sales data and pipeline data from Hubspot for weekly meetings
- Implement Sales Management systems in consultation with Sales Leaders to support productivity improvements and monitor improvements through regular reporting
- Be an integral part of the sales cadence process and attend to regular calls and support the development of the required pipeline practices and capabilities with the Sales Leader
- Drive maximum value from sales tools and technologies. Encourage use by Sales team
- Develop reports and Dashboards required by Sales Team
- Communicate findings from analysis of Sales data (Hubspot) to Sales Leadership team using clear written and verbal communication
- Be the champion for the Delivery team in what's about to be signed, and Finance team for forecasting

- Encourage use of the tool and ensure data integrity real-time
- Monitor usage and provide reports at a Seller level to Sales Management
- Assist with Sales event management - co-ordinate all meetings/events ses as requested
- Have a working knowledge of the Weekly Business reporting process and other data sources utilized by the Sales organization to allow for cover of other Sales Operations duties during leave periods of other team members
- Having a working knowledge of Data sources used by the business for Sale analysis, budget preparation and Territory planning
- Assist with Documentation of processes and policies that relate to the Sales Organization
- Assist with regular reporting of customer churn
- This role is suitable for a mid level professional with eCommerce customer success, account management, or performance marketing experience.

Skills and Qualifications

We'd like you to have the following skills:

- Strong attention to detail
- Experience or strong aptitude for building reports and dashboards in CRM tools (Experience with HubSpot is highly desired)
- You must be analytical
- Clear and concise written communication
- Strong Collaboration skills and ability to persuade and influence compliance
- Reliability and able to deliver reporting to strict deadlines
- Stakeholder presentation skills
- Ownership of internal stakeholders and customers communication and following up

In addition, the following skills would be useful:

- 2+ years' experience in a relevant role
- Knowledge of SaaS systems and connections/integrations
- Experience in managing development pipelines, multichannel best practices
- Great communicator across all levels
- Experience with SE Asia and Global brands that drive trade growth strategies
- Experience in owning and tracking to a project budget

The successful candidate will have these personal skills:

- Hands on - not afraid to roll up sleeves and do what it takes to get things done
- Deadline, results, and process driven
- High attention to detail
- Organized and can organize and motivate others

Tools

- Hubspot



CrescoData offers

- A unique opportunity to work in a high growth start up at the start of its massive ramp up Opportunity to grow with us!
- On the job training and personal development
- Mentorship and support from experienced, dedicated professionals to help guide your career
- A fun, stimulating work environment
- Flexible working
- Regular team building events

Please send your CV, a covering letter outline your experience and why you are the best person for this role to jobs@crescodata.com