

SALES OPERATIONS COORDINATOR

Introduction

Computer Solutions is currently adding a **Sales Operations Coordinator** to their team of highly trained professionals. The selected candidate will possess a high level of energy, seek to be challenged, and a strong desire to assist with the day to day operational tasks that are required to maximize gross profit and improve operational efficiencies. The Sales Operations Coordinator is a critical role in our organization that interfaces with all levels of the organization to successfully deliver business value to our clients.

Computer Solutions offers an array of information technology products and services primarily to the South Texas region. Over the years, we have forged strong strategic alliances with leading IT service providers including Cisco, Microsoft, HP Inc, HP Enterprise, and many others. In addition to hardware and software product sales, we are frequently our clients' primary contact for professional and consulting services such as Managed Services, Unified Communications, Network Infrastructure, and Server and Desktop Virtualization. Our record of success is clear – our client base has grown to approximately 300 companies across San Antonio and South Texas leading to tremendous annual revenue growth of \$1 million in 1984 to \$73 million in 2017. Our valued workforce of over 70 highly trained and certified staff create the culture of success within Computer Solutions, having recently been named as one of the "Best Companies to Work for in San Antonio" by the San Antonio Business Journal.

Position Summary

The Sales Operations Coordinator is responsible for a variety of high-level administrative functions within the Sales operation at Computer Solutions and will serve as the primary assistant to the Director of Sales Operations. The Sales Operations Coordinator will provide ongoing support to the ISR team in conjunction with maintaining the operational functions tied to the company's vendor partnerships. Through strong interpersonal communication in conjunction with a proven problem solving ability, the Sales Operations Coordinator will seek to continually add value and support to the ever-growing sales operation at Computer Solutions.

Responsibilities

The Sales Operations Coordinator must possess the skills and attributes outlined below in an effective, professional manner:

- Compile and review weekly and monthly reports via Southware and FARS into excel templates:
 - HP Inc. EDI
 - Lenovo EDI
 - DIR to include Carahsoft, Cisco, EMC, HP Enterprise, HP Inc., Lenovo and Managed Services
 - Cisco eRate
- Compile and input hardware/software renewal maintenance/subscription information into CW; assist the ISR's in regards to renewal quote preparation.
- Provide support to ISR's in regards to research, programs/promotions, deal registrations, quote follow up
- Assist in supporting ISR's when they are on vacation, in training or attending customer meetings, events
- Vendor/Manufacturer meeting coordination
- Manage manufacturer MDF funds to include backend claim processes
- Employee certification tracking via ConnectWise; ability to present concise information to executive leadership regarding this information
- Tracking backend vendor rebates (Cisco, EMC, HP Inc, HP Enterprise, VMware)
- Responsible for internal IT purchasing needs as well as employee purchases
- Perform other tasks as dictated by daily business needs and as directed by President, VP of Sales and Director of Sales Operations

Required Skills

- Proficient in Microsoft Office, specifically Excel, Word, OneNote and Outlook
- Previous administrative experience with strong time management skills
- Must have attention to detail, a commitment to quality and be results driven.

- Ability to effectively and clearly communicate in both written and verbal formats
- Ability to prioritize tasks and meet deadlines consistently
- Possess strong problem solving and analytical skills
- A successful track record of working independently as well as with internal staff, managers and executives at high levels in the organization.
- Bachelor's Degree preferred or equivalent work experience.

Highly Desired Qualifications

- Experience and understanding of IT product knowledge highly preferred