**Position description**

**Sales Operations Specialist**

**Name:** Vacant

## 

## Job Details

The operations specialist will be comfortable communicating with people throughout the organization, able to solve problems and improvise as needed, and know how to effectively estimate and manage time for a variety of tasks. If you’re a natural coordinator who has a sense of “big picture” objectives and an eye for detail, there’s never been a better place to put your skills to use.

**Reporting to:** Vacancy

**FTE:** 1

## About the company

This job description is from a Sales organization template modelled for a typical midsized enterprise B2B SaaS. (E.g. ~100-125 employees, ~Series B fundraising completion, ~$5-$25M ARR). Job roles and accountabilities are a guide only based on Functionly's org design team experience and research. Salary is a guide only, and intended to be in $AUD, sourced from mean salaries within the $5-$25M ARR band from Think & Grow 2021/22 Australian Startup Salary Guide. USA customers could try use https://topstartups.io/startup-salary-equity-database/ data to find market salary data within different categories. <Replace with your own information>

## Roles and responsibilities

Sales Operations -

* Sales Operations
  + Develop and optimize the end-to-end sales pipeline
  + Develop all tools and collateral necessary for supporting sales efforts
  + Manage all sales operations (automation and tools administration, playbooks and CRM systems)
* Sales Training and Coaching
  + Maintain sales training material
  + Work with front line sales teams to ensure systems are setup and utilised correctly
  + Provide coaching to new sales reps to get them up to speed with sales ops systems and processes
  + Collaborate with sales ops analyst to bring observed issues to light and return solutions to front line sales teams

## Accountable metrics

* SO: Utilization of reports/tools

## Compensation guide\*

* AUD $NA (base only)

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Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_

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