Environmental Solutions

23175 224th PL SE, STE G
Maple Valley, WA 98038
(425) 433-8277
www.mycaf.com

**Position:**
Manager, Sales Operations

**Job description:**
Love sales, but tired of travelling?
Do spreadsheets and analyzing data get you excited to jump out of bed in the morning?
Ready to make a transition from full time selling to supporting a sales team?
Want to start a career in sales? Try sales operations!

If you answered yes to any of these questions, CAF is the place for you!

CAF offers a fast-paced, dynamic team work environment and the opportunity to be a key player in revolutionizing the outdoor cleaning industry working within the sales department. Although CAF is over 10 years old, we have the entrepreneurial spirit and play with the energy of a start-up.

The Sales Operations Manager (SOM) supports functions essential to CAF sales force productivity. The SOM will assist to improve overall productivity and effectiveness of the sales organization. The SOM also works closely with the VP Sales, CFO, CEO and other Staff to ensure the appropriate objectives and priorities are enabled within the sales organization. This is a growth position with the opportunity for additional income via commission and/or bonuses from other sales activities, plus individual performance. This position reports to the Vice President, Sales.

**Compensation:**

| | |
|---|---|
| Wage: | DOE |
| Status: | Full Time |
| Other Comp: | Competitive and comprehensive benefits package |

**Main Responsibilities:**
- Perform all necessary sales operation responsibilities in support of VP, Sales
- Coordinates sales forecasting, planning, and budgeting processes used within CAF sales organization. Proactively monitors and strives to maintain high levels of quality, accuracy, and process consistency in the sales organization's planning efforts.
- Maintains and updates current sales tools and creates new tools as the need arises.
- Works to ensure all sales organization objectives are assigned in a timely fashion.
- Proactively identifies opportunities for sales process improvement. Works closely with sales management to inspect sales process quality and prioritize opportunities for improvement. Assists sales management in understanding process bottlenecks and inconsistencies. Facilitates an organization of continuous process improvement.
- Monitors the accuracy and efficient distribution of sales reports and other intelligence essential to the sales organization. Recommends revisions to existing reports, or develops new reporting tools as needed.
- Implements enabling technologies, including CRM, to field sales teams. Responsibility for all administration of CRM [e.g. salesforce.com]. Monitors the assigned sales organization's compliance with required standards for maintaining CRM data.

- Coordinates training delivery to sales, sales management, and sales support personnel.
- Directs and supports the consistent implementation of company initiatives.
- Builds peer support and strong internal-company relationships with other key management personnel.
- Quickly develop comprehensive knowledge of our product, competition and marketplace, becoming an expert resource for others.
- Manages and grows CAF distribution sales and oversees current sales distribution coordinator.

*Please fill out and submit this cover page with application and resume.*

## Requirements: (check all that apply)

☐ Undergraduate degree preferred
☐ Minimum of 2 years experience of proven sales or sales management experience in B2B sales environment
☐ Ability to learn quickly, multi-task, as well as work independently and in a team environment
☐ Travel: Estimated 3-10 trips/yr
☐ Interpersonal and relationship building skills required
☐ Proven problem solving and analytical skills
☐ Strong social, written and verbal skills
☐ Strong computer skills (Word, Excel, PPT) and proven organization skills
☐ Accuracy and attention to detail
☐ Professional and consistent work habits, strong work ethic, driven to achieve company goals
☐ Satisfy pre-employment drug testing
☐ Reside within 15 miles from CAF Office (Maple Valley, 98038)
☐ Additional Language(s): _____

## Job Specific Skills/Training:

Use the below area to list and explain any job specific skills and training CAF should consider when reviewing this application.

_____

_____

_____

For more information about this job, please visit our website at www.mycaf.com/careers
Please email this page along with your resume to jobs@mycaf.com