

<b>Position:</b>	Sales Operations Specialist	<b>Department:</b>	Sales
<b>Reports to (position):</b>	Global Sales Coordinator	<b>Location:</b>	Aberdeen

## DEFINITION

Geoactive Ltd has a broad range of applications. Predominantly these are supplied to the Energy sector, with most work being geoscience, geology and petrophysics. It will be the expectation of candidates to support all products, not just those that fall into their specialism or niche.

### Primary Function

The successful candidate would be joining a team which combines sales support and commercial activities to help with global sales and general business transactions, whilst ensuring that Geoactive's policies are upheld. Experience in a similar sales support or supply chain function is preferred.

The successful applicant will also have the opportunity to work alongside the Global Sales Coordinator and will provide additional support as and when required.

The working hours of this position are from 09:00 to 17:00 Monday to Friday, as standard. We work flexibility at Geoactive for the benefit of our employees. Based on the global nature of the role, the candidate should be a flexible team player and acknowledge that they may be required to work outside the hours specified on occasion.

Geoactive operate with a hybrid working model, where members of the Commercial Support Team are expected to work in Geoactive's office premises for a minimum of 2 days per week. Office-based working may be required on a more frequent basis from time to time, for training and/or collaboration purposes and will be expected at the discretion of senior or line manager personnel

### Duties

- **Sales Support:**
  - Collaborate with the Global Sales Coordinator and sales team to support the submission of Tenders/RFP requests and other related tasks.
  - Reviewing of Purchase Orders and processing customer orders in salesforce.
  - Monitoring of shared mailboxes and general enquires.
  - Reviewing of data and information to ensure accuracy within Geoactives CRM.
- **Forecasting and Analytics:**
  - Assist in the implementation and management of sales forecasting processes, providing accurate and timely insights to support decision-making.
  - Analyze sales data to identify trends, opportunities, and potential areas for improvement.
- **Process Optimization:**
  - Work closely with the Global Sales Coordinator to evaluate and enhance sales processes, identifying opportunities for efficiency improvements and automation.
- **Performance Measurement:**
  - Contribute to the establishment of key performance indicators (KPIs) and metrics to measure the success of sales initiatives.
  - Provide support in generating and presenting regular reports to leadership on sales performance and areas for improvement.
- **Cross-Functional Collaboration:**
  - Collaborate with various departments, including finance, contracts, marketing, and customer success, to ensure a cohesive and collaborative approach to business goals.

- **Ad-Hoc duties:**
  - Assist the Global Sales Coordinator with any ADHOC duties.

## REQUIREMENTS AND QUALIFICATIONS

In addition to demonstrating capability to deliver the activities within the role description above.

### Qualifications

Preferred qualifications:

- Degree qualified or possess equivalent experience. Degrees in Business Management or similar subject matters are preferred.

### Preferred Experience:

- Previous experience in sales operations or a related role is a plus.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Proficiency in CRM systems particularly with Salesforce, sales analytics tools, and Microsoft Office Suite, PowerBi.
- Experience in handling tendering and procurement documentation preferred.
- Experience within the Software or Information Systems industries preferred, but not essential.
- General understanding of end-to-end business processes required.

### Skills

- Excellent attention to detail, with basic document review skills essential.
- Strong Microsoft Office skills needed, demonstrating strengths particularly in Word, Excel and analysis tools.
- Knowledge of CRM tools and relevant database management essential, Salesforce experience preferred.
- Ability to prioritise and work to deadlines in the best interest of the business.
- Interpersonal capability to build strong working relationships with internal and external stakeholders.
- Good knowledge of English in business context.

### Behaviour

- Flexible team player who cooperates well with others and acknowledges business prioritisation.
- Delivers in a consistent manner at all times and works across the business to ensure enquiries are handled seamlessly.
- Quick learner and willingness to take part in training activities
- Highly self-motivated with a proactive attitude.
- Desire to work in a fast-paced environment with the ability to work to deadlines.

## DEVELOPMENT

Geoactive Ltd. is a growing area of the wider company, offering the successful candidate professional development and career progression opportunities.