

Job Title: Sales Operations Manager

Collagen Solutions is a global leader in collagen-based biomaterials supply and development for use in regenerative medicine, medical devices, and in-vitro diagnostics. We are an exciting fast-paced growth company publicly traded on the London Stock Exchange, and looking for high caliber team members passionate about our vision:

to be the Industry's first choice for regenerative biomaterials.

Job Duties:

- This position reports directly to the Chief Business Officer (CBO)
- Manage the preparation, meetings, sales cadence, and reporting of the company's Sales Opportunity Management system to help advance and close customer opportunities
- Prepare and manage the company's global revenue forecasting process from multiple sales executives' inputs
- Summarize, report, and analyze results from the Sales Opportunity Management system
- Maintain the company's CRM
- Support the CBO, CEO, CFO, and sales executives with preparation of presentations (for customers, Board Meetings, etc.) and required reports
- Maintain the sales incentive compensation management program, including calculating and reporting individual territory bonus achievements
- Provide general analysis and support to the commercial and finance teams to develop proposals
- Coordinate the global process to prepare customer proposals & quotes to ensure professional, timely, and accurate delivery
- Coordinate with Marketing, R&D, Finance, and operations to maintain current and accurate pricing in the Company's systems
- Maintain and update the company's sales training modules based on direction and input from marketing and other sales leaders
- Lead and participate in strategic initiatives to improve sales and marketing processes and outcomes
- Maintain and update the commercial team expense budget and periodic forecasts
- Set up and coordinate periodic management meetings, business reviews, and other meetings
- Other duties as required by the CBO, CEO, or CFO.

Requirements:

- 2+ years of sales operations or financial analyst experience, focused on directly supporting sales organizations
- Bachelor's degree in finance, accounting, or business
- Must be an Excel expert with demonstrated use of advanced functions
- Strong knowledge of PowerPoint, Word, and Outlook
- Experience using CRM systems, preferably Microsoft Dynamics CRM
- Exceptional organizational, communication (verbal and written) and interpersonal skills
- Flexible and adaptable to new processes and tasks with outstanding problem-solving skills
- Proven multi-tasker with ability to prioritize and meet deadlines
- Professional, friendly and positive attitude
- Ability to work independently