

Sales Operations Manager

At frevvo, we believe that manual, paper and email-based processes don't belong in the modern world. We enable digital transformation. Our easy to use cloud form & workflow designer and wizards enable anyone to create and manage beautiful dynamic approval workflows that work on all devices, capture e-signatures, and solve real business problems.

Are you ready to work for a fast-paced company committed to their product and customers? Collaborate with outstanding Sales, Marketing, Customer Success, Quality Assurance, and Product Development teams to manage the sales operation essential to deliver our powerful workflow automation software?

As a member of the frevvo Financial Operations team, you will work directly with the Management & Sales teams. Your input on operations improvements/suggestions will be solicited and valued.

Responsibilities:

- Software & Services Orders.
 - Customer provisioning, license management.
 - Salesforce assets management.
 - Contract management.
- Partner Management.
 - New partner onboarding.
 - Agreement management.
- Purchase Process; Renewals & Upgrade; Partner Process Design.
 - License management process: design, documentation, maintain and innovate.
 - Partner procurement process.
 - Drive process adoption.
- Salesforce.
 - Serve as primary system administrator and data object guru.
 - Audit and ensure accurate data.
 - Design, build and maintain reports and dashboards for Sales & Management teams.
 - Maintain 3rd party integrations - Marketo, Zendesk, SaaSOptics.
- Business Reports
 - Design and create financial reports key to running and adapt our business.
 - Collect, report and analyze sales & marketing data.

What You Should bring to the table:

- Bachelor's degree in Business or proven experience in related field,
- Strong mathematics and analytical skills.
- Excellent written and verbal communication skills.
- Curiosity and strong desire to learn and grow.
- Ability to learn new technologies quickly.
- Strong attention to detail, enjoys being accurate to the penny.

- Strong experience using Salesforce; adding/updating data objects; generating reports; importing data.
- Experience configuring Salesforce software integration with Marketo, Zendesk and SaaSOptics.
- Guru spreadsheet skills in both Excel and Google Sheets to build reports; linking between sheets; charts & graphs; and embedding reports into Google Slide presentations.
- Enjoy being in the center of business decisions, presenting reports to co-workers and management.
- Skilled in prioritization and multitasking.
- Team player attitude and a great sense of humor.

Benefits and Perks

- Competitive Salary.
- Bonus Plan.
- Stock Options.
- Medical, Dental, Vision for you and your family.
- 3 weeks PTO for new hires.
- Retirement Plan with company match.