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Job Title: Sales Operations Coordinator

Reports to: VP of Sales Operations

Department: Business Development

Location: Remote

Annual Salary: \$70,000

Job Overview

We are seeking a highly motivated and detail-oriented Deal Desk Specialist to join our team. As Sales Operations Coordinator, you will be a trusted advisor and partner to the Sales team, providing support throughout the deal process, helping drive closure and driving efficiency. Your role will involve accelerating and supporting the sales process, enforcing CRM processes and policies, mitigating revenue risks, and enabling sales representatives to focus on selling activities.

What You'll Be Doing

- Run day-to-day operations of contract management and CRM cleanliness
- Drive initiatives to simplify sales processes and improve productivity via automation.
- Collaborate with Business Development and Legal to draft and interpret contractual language ensuring compliance with policies for sales contracts.
- Support efforts around marrying data between multiple platforms
- Assist in monitoring and tracking pipeline and deal progress
- Provide insights and findings around sales metrics that inform the Business Development team on ways to improve
- Continue to reimagine the CRM processes in efforts to improve efficiency

What You Will Need for This Position

- 3+ years of experience in a deal desk, sales operations, or a related role.
- Strong understanding of sales processes, pricing strategies, and contract management.
- Excellent analytical and problem-solving skills.
- Proficiency in using CRM systems (Hubspot experience is a plus) and other sales tools.
- Ability to manage multiple priorities and projects in a fast-paced environment.
- Experience working with cross-functional teams including Sales, Legal, and Finance.
- Detail-oriented with a strong focus on accuracy and compliance.
- Exceptional communication and interpersonal skills.
- Ability to drive process improvements and adapt to changing business needs.

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Benefits

- Best-in-class medical, dental, vision, life and AD&D insurance
- Additional available insurance coverage including accident insurance, group legal plan, critical illness insurance, hospital indemnity insurance, cancer insurance and additional short term disability
- 12 weeks of paid maternity leave with a transition back to work program
- Flexible spending accounts for health care and dependent care
- 14 company holidays, including your birthday
- Open vacation policy
- Stipends for training and development
- 401k plan with a 5% company match, and profit-sharing contribution of 3% for eligible compensation
- A centrally located LA office

EEO Statement

At See Tickets North America, we celebrate diversity and are committed to creating an inclusive environment for all employees. See Tickets provides equal employment opportunities to all applicants and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, physical or mental disability, genetics, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. All employment is decided on the basis of qualifications, merit, and business needs.

To Apply:

email your resume to marymargaret@seetickets.us