

SALES ANALYST

Department:	<i>Business Development</i>
Reports To:	<i>Product Manager</i>
Supervises:	<i>N/A</i>
FLSA Classification:	<i>Nonexempt</i>
Approved By:	<i>Product Manager</i>
Revision Date:	<i>09/28/2017</i>

JOB PURPOSE:

Under the supervision of the Product Manager, the Sales Analyst provides analytical and administrative support to the Sales team/Management by successfully performing the following responsibilities.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Establish and continuously update customer forecast data to aid in financial, logistics, and production planning
- Compile Annual Sales Revenue Plan
- Maintain and monitor stock of preferred products
- Contract pricing: Enter and manage pricing strategy within SYSPRO; Generate financial sales reports as needed
- Input selected data into CRM
- Set up and prepare New Customer Forms
- Manage and process Memo Billings
- Assist Product Manager in creating (or subcontract) customer satisfaction surveys, analyze data, propose corporate response and customer follow up
- Make recommendations to management on customer credits to maintain goodwill as needed
- Enters and maintains sales orders with accurate prices, due dates, and ship locations into SYSPRO for select customers
- Support contractual activities for CANect products including data plans and back office billing
- Assist in planning and organizing corporate tradeshow
- Serve as a backup to the Customer Service Representative as needed
- Maintain good relations with all areas of the organization
- Other duties and responsibilities as assigned by Management as needed

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

The above list reflects the general details necessary to describe the principle and essential functions of the position and shall not be construed as the only duties that may be assigned for the position.

MINIMUM QUALIFICATIONS:

- Requires an Associate's degree in Business or Accounting
- Requires 1-3 years of customer service or inside sales work experience with a manufacturing company
- Requires excellent oral and written communication skills to effectively communicate with employees and customers
- Requires the ability to use a personal computer with MS Word/Excel/Power Point software programs
- Requires knowledge of and the ability to use a variety of standard office equipment such as a copy machine, fax machine and scanner



PREFERRED QUALIFICATIONS:

- It is desirable for the incumbent to have attained additional business related education such as a Bachelor’s Degree in Business.
- It is desirable for the incumbent to have 3-5 years of experience in customer service or inside sales role in an industrial/electronics company servicing the OEM markets

PHYSICAL AND MENTAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, talk and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee is occasionally required to stand, and/or walk. The employee must occasionally lift and/or move up to 10 pounds while moving files or small packages. Specific vision abilities required by this job include close vision and the ability to adjust focus. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

Protective Clothing Required: None

WORKING ENVIRONMENT:

Work is performed in an office environment. The noise level in the work environment is usually moderate. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.

I have read and understand the duties, responsibilities and requirements for this position.*

Employee Acknowledgement

Date

*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. HED, Inc. retains the discretion to add duties or change the duties of this position at any time.