



<b>Job title</b>	<i>Sales Operations Manager</i>
<b>Reports to</b>	<i>Senior National Account Manager</i>

### **Sales Operations Manager Position Summary**

The Sales Operations Manager position is a key function in the overall support, analytics and execution of the company sales metrics.

The position reports to the Senior National Account Manager and interfaces with internal company functional roles, finance, demand planning, supply chain, marketing, order management. The position also provides a liaison relationship with key accounts, third party sales support and company sales members.

### **Sales Operations Manager Duties and Responsibilities**

The position will provide regular sales support in the key areas of:

- Category, market and account sales analysis (IRI, Nielsen, company data)
- Sales presentation development, business reviews and reporting
- Basic trade promotion development, cost and performance measurements
- Account on-boarding and oversight
- Create and maintain Sales Department support materials, policies, procedures, training materials and documents
- Development and support of the company ‘sales tool kit’
- E-commerce business expansion
- Competitive activity reviews and general marketplace insights

### **Disclaimer (if necessary)**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

### **Sales Operations Manager Qualifications**

- College degree and/or 3-5 years sales experience
- Expertise in the areas of:
  - Syndicated sales data and analysis (IRI, Nielsen, Retail Link)
  - New account on-boarding and portal support
  - Excel and PowerPoint
  - Business math
  - Project management



Trade promotion planning

Sales forecasting

- Excellence in interpersonal collaboration, communication, written communications and computer skills (Excel, PowerPoint, video conferencing)
- Strong analytical skills
- Self-motivated and self-starter
- Ability to work in high energy environment with multiple competing priorities
- Willingness to travel as needed

### **Benefits**

- 401K with a generous match
- Vacation
- Insurance (Health, Dental, Vision, Disability, Life)
- Bonus Plan
- Unique Wellness Incentives

### **Why Hudsonville Ice Cream?**

Here at Hudsonville, we offer a first-class work environment with a real family feel. We appreciate and recognize the hard work, and dedication of our team members. We firmly believe that our employees fiscal, physical, and mental health are essential elements to our organization's overall success. It is with this philosophy in mind that we offer a competitive wage and benefits package that starts day one. Moreover, Hudsonville is committed to its team members continual growth and development.