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Sales Operations Manager

About Bright Ascension

We are a fast growing, innovative company changing the way that software is developed in the space industry. With customers across the world, ranging from universities and space agencies, to commercial organisations and start-ups, our core technologies enable our customers to develop and operate space-based systems and services faster, cheaper and more reliably. Innovation is at the heart of what we do and it is our team which drives that innovation; this is reflected in our commitment to employee ownership, which gives all of us a voice, and a stake, in our current and future success. With offices in Dundee, Edinburgh and Bristol we now have 50 members of staff and plans to expand over the next 12 months. We are at a very exciting time in our ambitious growth plans and have fantastic opportunities for talented individuals to join our team.

Job summary

We are looking for an experienced and motivated Sales Operations Manager to join our Sales & Marketing team.

As a key member of our team, you would be responsible for assisting the Sales & Marketing teams in the reconciliation of sales figures, managing sales pipelines and team commissions, as well as maintaining data consistency within our CRM, inputting dealer leads and opportunities, and managing reports for the Senior Leadership Team. The role will also ensure that the full team follow consistent, standardised processes, provide training on process enhancements and will be responsible for lead allocation and campaign code allocation.

We see this role as being full time, although this is negotiable. Ideally we would like this role to be based in Edinburgh on a hybrid basis, to allow for regular interaction with the teams responsible for Product Management, Finance, Business Development, Sales and Marketing.

As a member of the Sales & Marketing team your key responsibilities would be:

- Reconciliation and reporting of weekly sales figures
- Reconciliation and reporting of weekly sales tracking systems
- Compilation of monthly sales team commissions
- To streamline and maintain CRM processes
- To liaise with our growing Partnership network and gather and input leads & opportunities
- To compile management reports
- To run reports and build CRM dashboards
- To support the Sales & Marketing team on CRM processes
- To ensure processes are followed
- To keep data clean and to establish & maintain data consistency
- Assist the Sales & Marketing teams with travel planning

Essential skills and experience

We see experience with the following as essential to the job:

- Experience of working in a sales office environment
- Experience of using and administering fields in a CRM
- Capacity to logically interrogate data and form fact-based conclusions
- Ability to effectively train staff on CRM processes
- Strong IT skills (particularly M365- Excel, Forms, Planner, SharePoint)

Personal skills

We're especially looking for someone who:

- Enjoys problems solving and balancing the pragmatic and practical
- Works well both independently and in a team, respecting the opinions of others as part of a fast-paced technical environment
- Has an independent and organised approach to work, foreseeing what needs to be done and taking the lead to ensure deliverables are met
- Has a solution orientated mindset identifying and implementing process and system improvements
- Possess strong verbal and written communication skills, both for internal and external, customer facing, interactions
- Is diligent, creative, and attentive to details.
- Is consistently curious, is interested in learning new skills and is open to new ideas and ways of working
- Has a passion for data-driven decision making

Desirable skills and experience

We think that the following skills would definitely be valuable in this role:

- Experience of working within a partnership environment
- Experience working with international clients

Additional criteria

- Full Clean Driving License
- Willingness to travel

What we can offer you

- A competitive salary in the range of £30k-£35k depending on experience, with regular reviews.

- A fantastic opportunity to join a growing, innovative, employee-centred business pushing boundaries in the space industry.
- Flexible hours and hybrid working, enabling you to create your ideal work life balance.
- 36 days paid holiday per annum.
- 6% employer pension contribution.
- Enhanced Company Sick Pay and Long-Term Sickness cover.
- Death in Service payment.
- As a member of the Bright Ascension team you would have a stake in the business through our Employee Benefit Trust which owns 13% of our business.
- Enhanced maternity, paternity and adoption pay.
- Opportunities for international travel for exhibitions and trade shows.
- Investment in you and your skill development and the opportunity to attend relevant events and conferences to aid career / skill development.
- Company events and regular activities for social engagement and team building.
- An open, supportive, inclusive environment where you can explore your ideas and make a big difference to the product and business.

To apply please send your CV along with a Cover Letter to careers@brightascension.com

All applicants must be UK based and have the right to work in the UK.

We are working with trusted recruitment partners, no agency enquiries please.

Read more: **www.brightascension.com**