



Job Title: Sales Operations Administrator

Location: Givat Shmuel

Job Summary:

We are seeking a detail-oriented Sales Operations Administrator to support our sales team with a focus on operational efficiency, technical administration, and process control. This role is ideal for someone who excels at strong attention to details, managing data, overseeing workflows, and ensuring that sales operations run smoothly. The position is primarily technical and administrative, providing essential back-office support rather than direct sales activities.

Key Responsibilities:

- Order Management: Process and track sales orders, ensuring accuracy and timely execution from receipt to fulfillment.
- Sales Data Administration: Maintain and update sales databases, CRM systems, and internal documentation, ensuring all information is current and accurate.
- Contract & Document Management: Handle the preparation, validation, and tracking of sales contracts, agreements, shipments and other documentation.
- Inventory & Stock Control: Coordinate with inventory management to ensure product availability and alignment with sales commitments.
- Process Improvement: Assist in streamlining and optimizing sales processes and workflows to improve operational efficiency.
- CRM/ERP Maintenance: Ensure the sales CRM system is well-maintained, up-to-date, and user-friendly for the sales team.
- Compliance & Quality Control: Ensure adherence to company policies and standards, and provide ongoing quality control for all sales-related processes.
- Collaboration: Work closely with sales, finance, logistics, and customer service departments to resolve issues and support sales initiatives.

Skills and Competencies:

- Excellent organizational skills and attention to detail.
- Ability to manage multiple tasks and prioritize effectively in a fast-paced environment.
- Ability to identify problems quickly and implement effective solutions in a timely manner.
- Ability to work collaboratively within a team and across departments.

Requirements:

- Proven experience and knowledge in process control and data oversight.
- Familiarity with process management and monitoring systems.
- Strong proficiency with data software, tools and Excel.
- Excellent written and verbal communication skills.
- Experience in sales operations, sales support, or administrative role is an advantage.