

Mettler-Toledo Safeline has an opening for a **Sales Operations Specialist** in the Sales Department.

This position reports to the Sales Operations Manager.

Summary: Responsible for developing, analyzing and preparing reports for all sales channels. Design and build meaningful trend reports for global and national sales meetings and weekly, monthly and quarterly reports, ensuring a high level of accuracy and integrity.

Essential Duties and Responsibilities include the following:

- Support Sales Management with projects and reporting
- Compile data and present findings to senior leadership and other managers using excel pivot tables and PowerPoint presentations
- Prepare monthly performance reports on sales results, wins, losses, touches, gathered data and prepared presentations for management deep dives
- Expertly use the MS Office to build and maintain templates and create documents, reports, spreadsheets and presentations
- Meticulously review existing processes and re-launch their adoption; adapting and improving as necessary
- Build new solutions to automate data processes and procedures
- Coordinate inter-departmental meetings to extract information to build meaningful reports
- Ability to apply business acumen to identify data inaccuracies
- Extract and analyze data from Excel spreadsheets
- Identify key operational and performance metrics to measure business performance and drive reporting activities
- Develop a working knowledge of the Company's CRM system and develop the ability to create queries and run reports

Knowledge, Skills, Attitude:

- An analytical mindset with strong technical knowledge
- Outstanding communication skills - written, oral, reporting, diagrams and presentations
- A sense of ownership and drive. The ability to work autonomously on operations and data projects
- Strong ability to multi-task
- Collaborative mindset – able to work as a part of a team to get the job done

Prerequisites (Education, Experience):

- Bachelor's degree in Business, Statistics, Accounting or Mathematics or equivalent work experience
- Minimum of 3-5 years' experience in a similar role
- SAP Experience Preferred