

Reports to: Chief Revenue Officer

Department: Sales

Classification: Exempt

Last Updated: 5/12/22

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### Job Summary:

The Sales Analyst has ownership of all forecast, analysis, and reporting activities within the Sales department. This role supports the company's growth while providing an opportunity to work with all levels of the organization and enhance current processes.

### Essential Sales Support Functions:

- Revises the sales forecast monthly, with direction provided by Director of Sales
- Continuously monitors sales activity and performance
- Acts as primary liaison with Operations in development and maintenance of the demand forecast as integral member of the Sales & Operations Planning Team
- Prepares and delivers monthly forecast presentation to the Executive Leadership
- Manages all sales reporting, ensuring timely and accurate information while bringing forward insights and recommendations to drive improvements
- Develops metrics and reports to monitor sales performance and analyze trends
- Lead role in developing annual base sales forecast, with direction provided by Director of Sales and KTI's Executive Leadership Team
- Completes ad hoc sales analysis as requested
- Collaborates with Sales, Finance, Marketing and Operations as needed to complete tasks
- Prepares sales analysis and reporting for annual Strategic Planning meetings, Board of Directors meetings, and development of annual sales forecast for the budget
- Manages pricing changes ensuring pricing accuracy and updating of pricing sheets
- Updates documentation and procedures related to job responsibilities
- Develops strong understanding of King Technology industry, product line, and customers

### Job Qualifications:

- BA or equivalent experience
  - Minimum of 2 years' experience in analyst or accounting role, preferably in support of sales operations
  - Experience with SQL, Power BI, and CRM software is a plus
  - Proficient in Excel and PowerPoint
  - Ability to operate in a highly focused, entrepreneurial environment with expectation to challenge and influence business decisions based on data driven analytics
  - Must be a self-starter who thrives on taking ownership over their work and responsibilities
  - Outstanding interpersonal and communication skills
  - Detail oriented with strong analytic and problem-solving abilities
  - Collaborative team player
  - Proven record to meet critical deadlines and handle a diverse workload
  - Embrace and foster company values of Integrity, Excellence, People Chemistry, Golden Rule, Courage and Servant-Leadership.
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