

Sales Operations Specialist (f/m/d)

Description

Why you will have a real impact

As a part of our motivated Sales Operations Team, you will be a central contact person during the entire lead-to-order process and support CELUMs Sales Manager, Partner Manager and Account Manager. Your attention to the detail and structured way of working makes the life easier for your colleagues and ensures a professional image to customers.

What you will do

- Correspond with our clients and partners on daily business matters
- Prepare offers and project calculations in cooperation with our Sales Managers and other departments (Customer Success, Presales)
- Manage orders (in BMD NTCS) and communicate order information to all involved parties
- Prepare customer and partner contracts in collaboration with legal department
- Maintain and manage good data quality in the CRM system (Hubspot)

Requirements

You are the best fit, because you have

- A-Level degree (HAK, HLW or HBLA)
- A minimum of 3 year experience in sales support or marketing
- Affinity to Software Industry
- Experience in campaign management and project management is an advantage
- Experience in Hubspot CRM and BMD (WWS) is an advantage
- Ability and joy from working in a team
- the feeling that your English is the cream of the crop, you know, we mean the yellow of the egg. And you are also fluent in German.
- a good sense of humor. Please!

Benefits

What we offer

- A minimum monthly gross salary of 3.000 EUR with possibility to get more based on your experience
- Focus on our employees and their development by offering individual development and further education opportunities
- Appreciation in all forms (e.g. special bonuses)
- A structured onboarding + personal buddy
- An open way of communication, where constructive feedback is given and received
- Possibility of working from home
- Subsidised lunch, soft drinks, coffee and organic fruits
- A fleet of e-scooters
- Epic parties, company trips, hikes and sports events
- Showers freshen up after sports or to wake up in the morning
- office in the countryside, surrounded by beautiful lakes and routes for running, biking, etc.
- A special sense of humor. Ok we try... mostly... a little... No honestly we are really funny!
Word of honor!