



Sales Operations Analyst

Hilltop Partner Network (HPN) is a collaborative network of seasoned independent consultants and specialist firms. We provide connector and business development services to build value for HPN members and their customers.

What we're looking for

We are currently seeking a full-time **Sales Operations Analyst** with the experience and capability to monitor and track sales opportunities and match qualified resources from our members to opportunity requirements. The ideal candidate for this role is a person who has experience responding to customer Requests for Proposals RFPs, someone who understands the world of professional services consulting and is adept at engaging and communicating with highly driven, senior practitioners and business owners.

Responsibilities

- Work with HPN leadership and consultants to seek out and respond to bid opportunities by matching requirements to qualified resources
- Support the development of proposals, bids, statements of work, contracts, and other sales documents
- Set up, track, and comply with bid deadlines
- Monitor and help coordinate sales pipeline and opportunities
- Maintain data/data accuracy in our CRM
- Support customer activities and ongoing engagement
- Prepare sales activity reports and other reports/analyses
- Proactively manage renewal opportunities and activity pipeline

Our ideal candidate

- Strong client-service orientation, ability to work well with individuals at all levels of the organization
- Has outstanding oral and written communication skills
- Has 2 or more years of sales operations and project administration experience
- Is proficient with Microsoft Office applications and Microsoft Dynamics CRM
- Experience with data analysis, sales pipeline, sales reporting, data management and tracking.
- Has the ability to work with minimal guidance and take the initiative
- Is highly organized – able to multi-task and prioritize
- Ability to communicate professionally and succinctly via e-mail or on the phone
- Ability to prioritize effectively and shift focus quickly

As a member of our team, you will enjoy

- Remote work from anywhere in Canada
- Health and dental benefits and group insurance
- Three weeks paid vacation to start
- Professional development and training support
- Flexible schedule

- The ability to grow and shape your role in a rapidly growing company
- Salary range: \$50,000 - \$75,000 CAD

What we do

HPN provides premium, full-service management consulting services to clients, without the overhead cost of traditional consulting firms. Our network of members have comprehensive capabilities and deep industry knowledge to help customers solve the most complex issues in their organizations.

Together, we are focused on enabling customers to achieve their objectives and improve their performance through effective strategy, innovation, information technology, and security solutions, business and digital transformation, and more.

Our Purpose, Cause & Passion:

Empower each of our members to achieve their unique potential

Our Niche:

Facilitating a member-focused value-added network

Our values

- We collaborate as a team and as a Network
- We are driven – challenging ourselves and our teams to achieve our potential
- We are trustworthy and transparent
- We are adaptable and resourceful
- We laugh, have fun, and are authentic

Hilltop Partner Network does things a bit differently... and everyone benefits.