## ROLE PROFILE

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| **Role Title** | **Assistant Sales Operations Manager** |
| **Internal Reference** | ODC-0007 |
| **Business Unit / Group Function** | ODC |
| **BU Team / Sub-Function** | Commercial |
| **Location** | China |
| **Team Leader Role** | Sales Capability and Operation Manager |
| **Role Level** | 4B |
| **Team Members** | No |
| **Role Purpose**  This role supports the Sales Capability & Operations Manager to deploy the development programs and measure success. This role will also be responsible for managing the solutions for sales force effectiveness, ensuring fit-for-use, as well as analysing data, producing insights and solutions to drive continuous improvement to systems and commercial effectiveness across a range of critical areas, such as customer segmentation, sales resource optimisation and sales process, whilst contributing to talent capability, development, and motivation. | |
| **Accountabilities**  • Support tie implementation of the action plan which is developed from the RTC market maturity assessment (MMA) and improve overall MMA Score.  • Support the delivery of the sales capability program for the local market, localising global training materials and utilise local resources for training, and implementing a solid capability improvement plan with clear milestones. • Implement effective measurement and evaluation methods and metrics to assess the progress made by the teams after completing the capability program. • Act as the first point of contact to manage and deliver the organisation’s CRM and Sales Force Automation (SFA) in an integrated, robust and cost-effective manner, in order to accurately capture and reflect data to deliver value to the sales team in a scalable and flexible fashion.  • Working closely with the local commercial and global capability team, ensure SFA systems are optimized, updated and fit for use.  • Develop a reporting suite and business rhythm that drives insight and enables the right behaviours to deliver commercial performance outcomes by tracking delivery of key KPI’s in a concise format • Consolidate and analyse commercial data gathered through existing and future commercial systems (e.g. Journey planning optimisation; sales lead generation etc.) analysing sales data and translating insight into action to enable Sales leaders to actively engage market challenges and drive revenue growth. • Embed the regular Sales & Operations Planning process and ensure the embedment of a regular Measurement & Evaluation process and rhythm.  • Working closely with commercial leaders, ensure data is clean, accurate, and complete before being rolled-up into reports, and deliver analysis of data to allow commercial leaders to assess, identify and explore opportunities for further growth. • Ensure pricing and contracting support is provided in a timely and efficient manner; drive competitive positioning of contracts that also fulfil company and customer objectives, establishing mutual value | |
| **Created by:** | [Role Created By] |
| **Creation Date:** | [Role Creation Date] |
| **HRBP:** | [txtHRBP1] |
| **Date of last revision:** | [Last Updated Date] |