



Job description

Sales Administrative Manager (US)

AMA XpertEye Inc. team is seeking a **Sales Administrative Manager** located at our Raleigh NC Office.

Who we are

With over 5 years of proven experience in remote assistance solutions, AMA is helping medical and industrial organizations of all sizes to accelerate their smart workplace transformation. Our market-leading XpertEye™ Assisted Reality platform has been deployed in more than 100 countries, addressing a wide range of applications like remote diagnostics, inspection, scheduling and workflow management. These unequalled remote and interactive collaboration solutions empower our customers to improve productivity, speed up resolution time, and maximize uptime. Our worldwide presence – with offices in France, Germany, Romania, UK, USA, China, Hong-Kong and Canada - allows us to work in every time zone and reach our customers wherever they are.

About the Role

The **Sales Operations Manager** is responsible for developing and overseeing a smooth, effective sales process to enable the growth of the organizations.

This role is a critical part of the Sales team, participating in every step of the Sales process among multiple team members and acts as a liaison between the Sales team and other cross-functional teams (which may include: Finance, Marketing, Legal, Partnerships, etc)

About your Responsibilities

- Ensure the Sales workflow: create and send commercial offers/quotes, process purchase orders, customer registration
- Handle all administrative functions including CRM account maintenance, reports and dashboards, workflows and other routine tasks
- Maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service
- Support the Marketing Team: event coordination, publication, logistics
- Office Management: customer invoice, onboarding, project follow up

You are a perfect match for this role if

- You are a Self-starter able to function in a fast paced environment.
- You are rigorous, organized and result oriented
- You easily build strong relationships with peers and cross-functionally with partners outside of assigned group as necessary to enable effective and efficient sales team communication
- You are open minded, learn quickly and embrace changes
- You are team-oriented, can-do attitude and desire to be productive contributor to overall organization

Also, you have

- Proven successful 5-year experience in Sales or Sales Operations position within a fast-growing company
- Experience with Salesforce or other CRM system
- Intermediate to advanced knowledge of Microsoft Office Suite, Outlook, Adobe Acrobat, understanding of business processes and requirements
- Strong interest for new Technology and IoT
- Great ability to work in a multicultural environment

What you will benefit at AMA

- Join a Great Place To Work® award winning company
- A chance to be part of a rapidly growing environment
- Trendy new Technology & Industry
- A knowledgeable, high-achieving and dynamic team
- An international work atmosphere
- A chance to travel to France to meet with the Headquarter Team

Enthusiastic and passionate, join AMA and help us find innovative solutions and seek out opportunities to accompany our growth!

Apply [here](#)!

We are looking forward to meeting you soon :)