

## **Job Title – Sales Operations Manager**

Location – New Jersey

Position Type – Full- Time

Reporting To: Global Director of Sales

AgiLight, Inc. (dba Acolyte) is a global leader in the LED lighting industry. Our focus is to bring value to our customers by enhancing and maintaining their brand image through the benefits of our LED solutions. AgiLight (dba Acolyte) is seeking a full-time (40 hours per week) Sales Operations Manager to help lead our Sales Support/Customer Service teams to help grow our business.

## **RESPONSIBILITIES:**

- Data management: Manage the sales order intake, forecasting and product planning
- Customer support: Manage return calls, customer compliances and other support requests
- Manage performance of back office team and set goals & objectives
- Manage RFQ's, follow-up and tender requests
- Monitoring of ongoing sales contracts and performance measurements
- Manage samples requests and maintain catalog stock levels
- Order, product availability & backlog planning and manage inventory
- Helping team members in fulfilling their targets
- Coordinate with Corporate Office on employees needs
- Manage CRM

## **Requirements:**

- 3 – 5 Years management experience
- Handling multiple tasks at a time
- Quick learner
- Good communication skills (verbal/written)
- Can handle dead-lines and targets
- Analytics
- Self-starter & team player
- Bachelor's Degree