Sales Analyst

**Cold Jet is an innovative, energetic and rapidly-growing** manufacturing company that prides itself on designing, manufacturing, selling and servicing specialized dry ice manufacturing and industrial cleaning systems. We are the leading global provider of environmentally responsible cleaning, surface preparation and cooling solutions, solutions that are based upon our proprietary knowledge of the properties and application of recycled carbon dioxide in both liquid and solid form. Our dry ice blasting products offer advanced cleaning solutions that facilitate process improvement and foster environmental responsibility by eliminating the need for hazardous chemicals or waste generating abrasive blasting processes. Cold Jet’s dry ice manufacturing equipment reliably produces the highest quality dry ice in a variety of formats.

**Cold Jet’s product lines** have been designed to provide our customers with definable, cost-based competitive advantages in both the production of solid carbon dioxide and cleaning and surface preparation applications. Our customers achieve these advantages through the application of Cold Jet’s advanced, patented dry ice technology. We strive to be first to market with advanced technology and we continue to invest heavily in product development. Our success has driven company growth to a rate exceeding 25% for the past two years. Our growth rate will continue to accelerate as we continue to add additional product lines.

For more information about Cold Jet, please visit [www.coldjet.com](http://www.coldjet.com).

As a result of our expansion and growth, we are seeking a **Sales Analyst** who will be responsible for supporting sales management through owning the functions of sales reporting and analysis, trending analysis, competitive intelligence and project management/development

**Position Responsibilities**

**Data Management and Analysis**

- Perform special analysis projects, using qualitative or quantitative approaches as appropriate, and develop data and information, assessment and recommendations as requested.
- Identify trends and recommend action plans in response to trends.
- Be the Customer Relationship Management (CRM) software, Sales Logix, expert (power-user) for Sales and the first line of reference for Sales staff with regards to questions on usage, data entry, etc. for Regional Sales Managers and Customer Service Consultants
- Ensure data and process integrity throughout the sales cycle for Sales data
- Ensure accuracy of sales reporting, both management dashboard reports and detailed reports.
- Act as primary sales department liaison with the IS&T and Marketing departments on sales data and business process automation projects.

**Sales Operations**

- Facilitate daily operation of the sales group, ensuring smooth and efficient work flow.
- Work with customers by phone and email to evaluate their financing options.
- Leverage contact with customers to gather additional information useful for qualitative data gathering.
- Act as primary point of interdepartmental and intradepartmental contact.
- Be responsible for Sales processes and defining business process enhancements for Sales
- Develop and update Sales Operations Policies and Procedures as needed and work with SVP Sales to enforce them.
- Support planning and operations of sales conferences and meetings, from large annual events to weekly conference calls.

**Document Management**

- Create custom sales presentations (customer audience) and sales management presentations (internal executive audience)
- Complete customer ‘vendor qualification forms’ using information compiled from available sources
- Develop sales or business development proposals as needed
- Ensure that department records are complete
- Miscellaneous projects/tasks assigned by sales management

**Position Requirements**

- Degree in business administration or business discipline.
- 2+ years of business experience in an office environment preferred.
- Relational database savvy. Experience with sales force automation (SFA) or customer relationship management (CRM) software a plus.
• Experience with Crystal Reports or other database reporting services tools is a plus
• Good analytical, problem solving and organizational skills
• Able to communicate technical product information with both a technical and non-technical audience
• Good business writing skills
• Excellent with MS Office – Excel, PowerPoint, Word, etc.
• Able to prioritize multiple projects
• Thorough and detailed

Applicants must pass pre-employment background check and drug screen.

EOE/M/F/D/V

Applicants must apply online at https://home.eease.adp.com/recruit/?id=735071. No applications/resumes will be accepted by mail, fax, email, drop in, etc.