



MITSUBISHI MOTORS - JOB DESCRIPTION	
Job Title:	Specialist, Sales Operations
Department:	Sales Operations
Location:	H/O

INCLUSIVENESS

Mitsubishi Motor Sales of Canada, Inc. is an equal opportunity employer fostering an inclusive, accessible environment. We are committed to building an environment where all employees and customers feel valued, respected and supported.

Mitsubishi Motor Sales of Canada, Inc. will support applicants requiring accommodation during the recruitment process.

PURPOSE: The Sales Operations Specialist is responsible for coordinating all sales operations support activities including internal sales reporting, reporting on key sales KPIs, administering all sales recognition and retention programs as well as maximizing dealer engagement by creating and publishing all communications from the sales and incentives department. This position involves working closely with many departments such as Incentives, Corporate Planning, Regional Operations, Dealership Training, and Marketing. This position reports to the Senior Manager, Sales Operations.

RESPONSIBILITIES:

1. Prepare, distribute, and analyze key sales KPI's working closely with corporate planning to provide guidance and direction to focus on core concerns and suggest solutions.
2. Prepare and distribute reporting related to internal sales results. Support all departments with sales results requests.
3. Prepare and distribute to all internal stakeholders all reporting related to the sales forecast tool.
4. Ensure accuracy of reporting in areas including but are not limited to KPIs, sales data, and forecasting.
5. Provide key analytical support including information used to help establish dealer sales targets. Act as point of contact to various stakeholders for current sales plans and targets.
6. Responsible to prepare and distribute all sales operations and incentives external dealer communications to maximize dealer engagement in Mitsubishi Motors sales initiatives.
7. Maximize dealership staff engagement with corporate initiatives by leading Mitsubishi Motors Sales of Canada Recognition and Retention Programs for Sale Consultants, F&I Managers, & the Presidents Club Recognition Program for Dealer Principals. This includes budget management.
8. Develop and coordinate various sales presentations and proposals.
9. Assist in building a collaborative Team Environment. Provide backup for the Incentive team as needed.
10. Perform other duties as assigned or required.



TYPICAL EDUCATION & EXPERIENCE PROFILE:

- BS/BA in Business Administration, Marketing, Operations Research, Economics, or equivalent combination of education and experience.
- Advanced knowledge of Excel, PowerPoint, Word
- Ability to communicate effectively

PROFILE DIFFERENTIATORS:

- Understanding of the French language
- Prior exempt-level automotive industry experience
- Prior sales analysis experience.
- Ability to influence and improve business processes as required by providing recommendations to improve sales, support the regions and achieve improved client satisfaction results
- Sets high standards for self and others while handling several tasks and responsibilities simultaneously
- Recognizes the need for teamwork and cross-organization collaboration to complete tasks

Application can be done via: <https://www.linkedin.com/jobs/view/1760811840/>