



Position	Sales Operations Specialist
Location	Melbourne, Australia
Experience	Over 5 years of work experience

Company Description

MEMKO Systems provides turnkey solutions designed to support the strategic direction of advanced businesses. Supported by in-house quality systems and procedures, MEMKO Systems is skilled and experienced at implementing packaged solutions as well as bespoke development. MEMKO Systems' services span multiple industries with a particular focus on the business processes covering design, digital mock-up, product development, virtual planning and simulation, and digital manufacturing. MEMKO Systems is reseller, Consulting and Systems Integrator (C&SI) and education partner of Dassault Systemes (DS) in Australia. MEMKO sells the software suite from DS and offers value added services to support customer adoption of these software tools.

Job Description:

- Manage sales order processing with DS including creating special business orders (SBO's), end-user forms, invoicing and issuing license keys to customers
- Timely issuing renewal notices, invoicing and license keys to end-users
- Develop, maintain, implement and support Sales Operations processes, policies and workflows aligned to Dassault Systèmes policies
- Assist in managing renewals revenue growth from key accounts by developing customer stakeholder relationships
- Actively engage with users within customer accounts to retain and grow the business revenue
- Create management reports for renewals, sales forecast to track and monitor revenue
- Report revenue performance – forecasting and actuals monthly
- Familiarity with CRM, MYOB and Excel dashboarding is necessary
- Create, maintain, and distribute up-to-date departmental reports as requested
- Drive continuous improvement across sales operational processes
- Perform all other duties that ensure compliance with all standards and regulations.
- Undertake necessary training with DS on sales operations
- Assist in other duties as required

Skills Required:

- 5 years or more' experience within sales operations or renewals of software
- Hands-on experience of using any CRM software, MYOB
- Deep understanding of sales process or familiarity of software sales revenue cycle
- Ability to engage and develop strong relationship with customers, MEMKO and DS stakeholders
- Attention to detail and ability to work independently with minimal supervision

Qualifications:

- Qualification: Bachelor's Degree or Master's or above in any Stream