

Sales Team Operations Specialist

Do you love being the go-to person who supports others, and keeps everything running smoothly? Are you tech-savvy, hyper-organized, and excited to support a high-energy sales team? Do you want your work to make a real impact? If so, we need you on our team! We're looking for a Sales Team Operations Specialist to function like the executive assistant to our sales team, so that they can focus on sales and customer interactions knowing we've got their back!

Why HiViz is a great place to work: it's about more than the product or the work. We're about the mission. Every day, your work will contribute to ensuring first responders can save lives. We also know that when you love what you do and you're well supported, you will do your best work. Here's how we help make that happen:

- Purpose driven work: The gap between your effort and the difference it makes in the world is very small. You directly help first responders save lives every day.
- High-energy culture: We take what we do seriously, but we don't take ourselves too seriously. We're fast-paced, energetic, driven and willing to be scrappy. And we have a lot of fun, while making a difference.
- Room to grow: As we grow, you will too. We're all about leveling up.
- Competitive perks: From competitive pay to generous vacation, 401k with match, health, dental, vision & life insurance, there are a lot of perks about working at HiViz. But above it all, we consider our meaningful mission and healthy culture to be the biggest perk about working at HiViz!

What You'll Do

- Be the first line of communication: Managing our website chat, sales inboxes, and incoming phone calls like a pro.
- Keep everything on track: Organize calendars, schedule meetings, and prep materials so our sales team is always ready to crush it.
- Support the order process: Help our regional sales managers with quotes, lead times, and ensuring a seamless experience for every customers.
- Plan & execute events: Assist with trade shows, sales meetings, and customer events, making sure every detail is locked in (including travel).
- Manage dealer onboarding: Process applications and help new partners get on board and up to speed.
- Track sales metrics & data: Prepare reports and analyze trends to help the team make smarter decisions.
- Act as the bridge: Liaison between sales, marketing, and operations to ensure smooth communication.
- Optimize sales operations: Update and manage HubSpot, create workflows, and streamline processes.
- Help organize sales training: Schedule sessions, prep agendas, and make sure the team is always leveling up.

What You Bring to the Table

- Experience with SAP, CRM systems (HubSpot preferred), and inside sales processes
- A innate supportive mentality, with the desire to help others
- Strong typing and written communication skills
- Experience in coordinating multiple calendars & event and travel logistics
- Strong customer service skills

Interview Process: We're a high-performance minded team, and we want to make sure we're a good fit for you, as much as you are for us! Therefore, we spend just the right amount of time on our interview process. Here's what you can expect (we may deviate at times!)

1. Interview with HiViz Team Member
2. Interview with Department Leader
3. Panel Interview with HiViz Leadership Team
4. Social team meet and greet
5. Assessments & Background check