



JOB DESCRIPTION

POSITION: Junior Sales Analyst
DEPARTMENT: Finance
REPORTS TO: Corporate Contracts Manager
CLASSIFICATION:
APPROVED BY: Chief Operating Officer
APPROVED DATE: 5/13/19

Summary

Sales analysts are responsible for the collection and analysis of sales data. Under the direction of the Corporate Contracts Manager, this position will support many aspects of the customer acquisition and Brady bidding process including proposal development, pre-RFP planning, award/contract signing, and customer onboarding. Support the development of profitable competitive pricing models and technical proposals to allow the best possible change of success.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform financial research and industry trend analysis gained from external and internal quarterly reports, Agency budgets, industry publications, etc.
- Report/present research findings
- Collaborate with and assist in evaluating and analyzing metrics
- Support the development of working relationships with vendors and /or ancillary service providers and other internal parties to ensure seamless customer onboarding
- Participate in internal communications on standard processes and reporting
- Support day-to-day aspects of local and National RFX (Request for Quote – RFQ, Request for Proposals - RFP, Request for Bid - RFB)
- Support complex RFX (process across internal functional business units and with customers as well as suppliers to the successful completion or award of business.)
- Prepare, analyze and negotiate supplier bid responses to achieve cost savings and maximize profit.
- Support day-to-day execution of pricing strategy
- Monitor market prices vs. target margins to price competitively and gather intelligence for enhancement of pricing framework
- Support leadership in driving revenue growth while maintaining desired margins through strategic margin management at category and customer segment levels
- Participate in training, as required

- Populate and maintain Contracts Department databases
- Other research and data management as required

Competencies

- Customer Focus
- Problem Solving/Analysis
- Time Management
- Communication Proficiency
- Technical Capacity

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a large room with own cubicle space. This role routinely uses standard office equipment such as computers, telephone, headset and photocopiers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is regularly required to stand or sit and move about the facility.

Position Type/Expected Hours of Work

This is a full-time position, Monday through Friday 8:00 a.m. – 5:00 p.m. Occasional early or late hours may be required as job duties demand.

Required Education and Experience

- Bachelor's degree in Business, Economics, or Mathematics preferred, or other related field with 2 years of relevant experience
- 3+ years in finance, accounting, business or sales

Abilities:

- Self-starter with a strong work ethic
- Intermediate level with Microsoft Office suite (Excel, Powerpoint, Access, Word).
- SQL Experience and Epicor experience a plus

- Detailed oriented and organized
- Process data accurately and timely
- Strong analytical and problem-solving skills
- Multi-task and prioritize under pressure and meet deadlines
- Strong verbal and written communication skills
- Intermediate math skills

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management.

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____