

WE'RE HIRING!



Sales Data Analyst

Dominion Voting is searching for **Sales Data Analyst** to join our team in Denver, San Leandro or Nevada! This position will be responsible for supporting the Sales team by utilizing data and information contained in our CRM system, Salesforce, to build customized sales reports and quotes. This position will use their data analytics and reporting skills to provide support for Request for Proposals (RFPs), product demos, customer quotes, and any other data related needs of the department.

Responsibilities

- Support the Sales team with customer quotes but gathering, updating, maintaining, and reporting on information and data contained within our Customer Relationship Management (CRM) system, Salesforce, as well as custom built Excel workbooks.
- Supports the Request for Proposal (RFP) process by gathering, updating, maintaining, and reporting on information and data within our Customer Relationship Management (CRM) system, Salesforce, as well as custom built Excel workbooks.
- Support product demonstrations but gathering the necessary customer data which is needed to create and import Microsoft Excel Macros into our software products in order to run the demonstrations.
- Understands all aspects of the Customer Relationship Management (CRM) system, Salesforce, configuration and technical/functional capabilities in order to perform your responsibilities.
- Interfaces with other Company departments such as Customer Relations Management, Operations, Finance and Certification throughout the RFP and customer quote process as needed.
- Maintains accurate records of all quote documentation and Request for Proposal (RFP) documentation.
- Develops ad-hoc reports and analysis as requested by the Sales team as required.

Qualifications

- Bachelor's degree in Business, Computer Science, Information Technology, or similar
- 2-5 years of experience in a similar data analyst and/or sales analyst role where you were responsible for creating detailed data related reports and analyses
- Must have a high-level of proficiency with the in Microsoft Office Suite, with focus on MS Excel, i.e. relational database knowledge, advanced functions and formulas, Macros, and Excel Visual Basic for Applications (VBA) programming, etc.
- Experience with Customer Relationship Management (CRM) software programs, specifically Salesforce, is a plus.
- Knowledge of, and experience with, Dynamic Dashboard in Salesforce is a plus
- Knowledge of, and experience with Visual Basics
- Ability to travel 25% of the time.

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