

Sales Desk Researcher

Introduction

The mission of Sales Desk is to “Deliver innovative and trusted world class services that enable our Sales Organization to develop long term customer relationships and maximize revenue attainment”. The Sales Desk Researcher role adds value by assisting Sales Desk Manager deliver new initiatives for the SMS&P segment within Microsoft.

Major Responsibilities

- Prepare proposals based on pre-defined play book
- Perform peer quality reviews on proposals generated by other members of the team
- Maintain and update status reporting for the opportunities on a weekly basis
- Send satisfaction survey to stakeholders to capture experience
- Ensure that all final delivered assets are tagged for quick search and retrieval

Measurements of Success

- Proposal volume serviced
- Field satisfaction response rates and levels

Key Interfaces/Relationships

- Collaborate with Sales Desk hubs across the globe to drive consistent experience and outcomes to the local sales teams

Competencies Required: Knowledge/Experiences/Skills

- Around 0-2 years of professional experience
- Strong attention to detail
- Excellent communications skills
- Expertise in Microsoft Office Suite
- *Business/IT Consulting Experience (Good to have)*
- *Good understanding of sales/pre-sales processes (Good to have)*
- *Ability to think strategically and be able to work independently as well as part of a team (Good to have)*
- *Ability to work comfortably in ambiguity (Good to have)*
- *Strong quantitative and analytical skills (Good to have)*
- *Cross team collaboration in a large organization (Good to have)*

(This description indicates the general nature and level of work performed by employees in this position. The actual duties, responsibilities and qualifications may vary based on assignment).

V případě zájmu o tuto pozici zašlete strukturovaný životopis v anglickém jazyce k rukám pana Schnabela. U veškerých dokumentů zasílaných naší firmě uvádějte, prosím, nutný souhlas se zpracováním Vašich osobních údajů.

Kontakt:

Axial Personnel Agency, s.r.o.

[Bedřich Schnabel](#)

Hyberská 24

110 00 Praha 1

Telefon: 234 715 000

Fax: 23471015

e-mail: bedrich.schnabel@axial.cz