



Sales Operations Specialist

Chrane Foodservice Solutions, Dallas, Texas, United States (Onsite)

Chrane Foodservice Solutions is a manufacturer's representative group supporting leading commercial foodservice equipment and supply brands. We are looking for an Sales Operations Specialist to provide high-level operational and administrative support to our Chief Revenue Officer and sales leaders. In this role, you will help our sales department run smoothly by gathering sales data and reports from Salesforce, coordinating onboarding for new outside sales employees and manufacturer partners, and managing the meetings, communications, and processes that keep our leaders focused on their teams.

What You Will Do

- Support the Chief Revenue Officer and sales leadership with high-level operational and administrative needs to keep the sales department running smoothly and effectively.
- Compile Salesforce sales data and reports, highlighting key trends and patterns to inform leadership coaching and decision-making.
- Deliver weekly leading indicator dashboards and rep-specific insights ahead of 1:1 meetings, highlighting trends by rep, segment, and enterprise account.
- Help monitor EOS scorecard compliance, lead response tracking, and daily purchase order accuracy, flagging discrepancies for sales leadership's review.
- Correlate activity metrics with revenue performance, flagging notable patterns to support Sales Leadership's coaching conversations with the team.
- Support Sales Leadership with new outside sales employee onboarding plan coordination, including manufacturer training, ride-along, and factory visits.
- Coordinate manufacturer onboarding and offboarding activities, ensuring internal business partners complete their required steps and partnering with cross-functional departments for a smooth transition.
- Review incoming sales leads and opportunities, routing qualified items to the appropriate sales representative.
- Prepare meeting materials and agendas, coordinate meeting schedules, and document meetings with concise synopsis.
- Document existing sales department processes into clear SOPs, collaborating with the Chief Revenue Officer to draft, review, and keep them current.
- Compile and distribute manufacturer promotions and discounts to the sales team and provide broader sales administrative and operational support to sales leadership as needed.
- Perform other duties as needed in support of Chrane's strategic goals.

Seniority Level

Associate

Industry

Food and Beverage Services,
Hospitality, Wholesale

Employment Type

Full-time

Skills

Executive Support, Executive Office Administration, Travel Coordination, Meeting Planning, Event Management, Project Coordination, Executive-level Communication, Cross-functional Collaboration, Standard Operating Procedure (SOP), Business Operations



What We Are Looking For

- 3 to 5 years of experience in sales operations, sales coordination, or executive support, or equivalent experience as a high-capacity executive or sales support professional with strong organizational capabilities.
- Working knowledge of Salesforce, including the ability to run reports and compile data for leadership review preferred.
- Advanced Excel skills, including pivot tables and dashboard building.
- Strong organizational, project management, and coordination skills. Able to manage multiple priorities.
- Comfortable reinforcing data and process standards consistently across the team.
- Discretion and reliability in supporting the Chief Revenue Officer and sales team with meeting and sales event preparation.
- Clear written communication skills, with the ability to document and maintain department SOPs.
- Values consistency and operational excellence, and the ability to represent Chrane's brand, culture, and values in all interactions.

Travel

- This role requires travel of approximately 15% or more for company meetings, industry and company events, manufacturer training, and visits to our other offices. Occasional weekend work or event attendance may be needed based on business needs.

Why Join Chrane

Chrane Foodservice Solutions represents leading manufacturers in the foodservice equipment and supplies industry. Our culture is built on collaboration, strong relationships, and a genuine passion for serving our customers and partners. We believe great workplaces are built by people who take pride in their work and enjoy creating an environment where others can succeed.

Pay and Benefits

We offer a competitive compensation package along with comprehensive benefits, including health coverage, paid time off, retirement savings, and professional development opportunities. Our supportive, collaborative culture ensures you're valued and set up for success.

Equal Opportunity Statement

Chrane Foodservice Solutions is an Equal Opportunity Employer. We are committed to creating an inclusive workplace that values diversity and welcomes individuals of all backgrounds. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other protected characteristic under applicable laws. We believe that a diverse and inclusive team strengthens our organization and enhances the work we do.