

## Sales Operations Administrator

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Company: Varonis

Location: Haifa

Category: other-general

### Description

**Summary**Varonis is a pioneer in data security and analytics, specializing in software for data protection, threat detection and response, and compliance. Varonis protects enterprise data by analyzing data activity, perimeter telemetry, and user behavior; prevents disaster by locking down sensitive data; and efficiently sustains a secure state with automation.

**We work in a flexible home-office hybrid model, allowing you to work from wherever you like and choose the right balance for you.**

As a Sales Operations Administrator, you will play a critical role in managing the purchase order process. The Sale Operations team, part of the Varonis Finance team, collaborates closely with Sales, Deal Desk, Finance, and Legal teams to streamline and formalize the deal close-out process. **Responsibilities**

Gather information related to the sales purchase order and ensure data accuracy through the process.

Enter confirmed details from the purchase order into the Netsuite system.

Uphold smooth and efficient sales process to lead to faster deal closures.

Maintain data consistency and integrity between Netsuite and Salesforce Systems to enable better decision making, forecasting, and reporting.

Create and issue software license keys to customers.

Act as a point of contact and subject matter expert to the sales team with purchase order and

license queries.

Coordinate directly with Partners and Sales representatives to manage collection process.

Handle additional ad-hoc requests and responsibilities as needed.

## **Requirements**

Bachelor's degree

Excellent oral and written communication skills

Strong relationship-building abilities

Superior planning, organizational, and problem-solving skills.

Attention to detail, follow up, and time-management.

Basic knowledge of Excel (VLOOKUP and PIVOT tables)

Fluent in English (both writing and speaking)

Sales Operations involves a blend of administrative tasks, data management and collaboration with various teams. The ideal candidate should be proactive, detail oriented and adept at working independently. This role contributes to operational efficiency, customer satisfaction and overall company success. As the growth of the company scales, efficient sales operation become even more vital.

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