
SALES OPERATIONS INTERN

JOB DESCRIPTION

Position Purpose

The Sales Operations Intern is responsible for supporting and collaborating with the Sales and Sales Operations teams. This position will report to the Sr. Director of Sales Operations and will work closely with various departments, including Sales, Marketing, Client Success, and Solutions Engineering. This role will be responsible for analyzing data, creating reports, and assisting the sales team with data gathering. This position will be located in our Hillsboro office in Portland, OR, but we will also consider applicants working remotely. Interested candidates, who meet the requirements below, are encouraged to apply.

Essential Job Functions

- Maintain market intelligence database and work with Sales Operations team to improve data integrity and reporting
- Conduct open-source research on accounts of interest and individual prospects for the sales and marketing teams
- Work together with sales and marketing to track leading indicators of propensity to buy data center services and support targeted campaign efforts
- Support maintenance of the CRM (Customer Relationship Management) system to align with objectives and measurements required of the business
- Additional projects as assigned by Sales Operations, Sales and Marketing teams

Education Requirements:

Pursuing a 4 year degree from an accredited institution in Business Administration, Finance, Economics, Marketing, Data Science, Data Analytics, or other related fields.

Job Requirements

- Advanced skills in Microsoft Excel modeling, graphical data representation
- Knowledge of business analytics tools (PowerBI or Tableau) strongly preferred
- Knowledge of CRM platforms preferred, but not required
- Excellent verbal and writing skills. Ability to summarize problems succinctly and develop a logical response
- Detail oriented and accurate
- Strong organizational skills
- Must be a self-starter and have demonstrated the ability to work independently with minimal supervision
- Ability to communicate status and actions effectively

Equal Opportunity Employer

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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.