



## Internal Operations Analyst

### Description

PineSpire is on the leading edge of where vehicle, equipment and energy industries are heading. As a forward-looking small company, we value a strong work ethic and ability to work individually while contributing ideas to PineSpire's sales strategies. This role will be critical in ensuring the operational excellence and efficiency of PineSpire's data-based business. The Internal Operations Analyst will integrate new customers into our services and provide essential data reports and analysis from our platform. This role is key in communicating data and regulatory information clearly and effectively to PineSpire's sales team and company at large.

We offer competitive compensation, a stimulating, challenging environment and boundless opportunities for growth.

### Job Duties

- Work in PineSpire's data platform to complete the following:
  - Vehicle and Equipment analysis and calculations
  - Help develop and build resource libraries and databases
  - Inventory and customer support
  - Track equipment and customer status
  - Preparation of regulatory documentation
  - Support customer dashboard through data management and analysis
  - Prepare and deliver customer report tools
- Coordinate with PineSpire Sales Ops team to ensure data integrity across platforms
- Coordinate with PineSpire Sales Ops team to obtain equipment inventory information needed to work within regulatory frameworks
- Regulatory Research: create, manage and update database of air quality regulations applicable to equipment and customers. Provide write-up summaries of regulatory updates
- Market Research: conduct directed research and updates on regulatory programs in other jurisdictions including evaluation of program requirements relative to PineSpire's business model. Manage status of research in a summary tool and provide write-ups, as requested.
- Support the development and implementation of relational database tools
- Participate in weekly operational team meetings; prepare metric analysis for team
- Conduct site visit to customer facilities

### Location

- California. This role will primarily work remotely.



## Requirements

- Bachelor's degree showing experience in relevant skills for the job duties
- Excellent with Microsoft Office (particularly Excel)
- Professional communication style
- Proven ability to take on projects and work independently
- Passion for [PineSpire's mission](#)
- Ambitious, self-starter who is eager to learn, grow and take on quickly evolving work
- Willingness to travel periodically for site visits
- Must hold a valid Driver's license, be able to show proof of insurance and have access to a motor vehicle.

## Preferred Qualifications

- Experience managing and analyzing large data sets
- Experience working in regulatory programs: ability to independently learn new regulations and communicate the impact on PineSpire's business and customers
- Experience with Quickbase or similar platform

## About Us

Working at PineSpire brings all the highlights of a young nimble company: flexible work schedule, close-knit team, creative solutions, and the ability to try new ideas. We also have the funding, real industry experience, and marketplace expertise that are fueling our growth. We bring (and are looking for) serious independent work ethic. The energy and expertise you bring to PineSpire will be met with support, compensation, and the opportunity to see an impact on the company, the customer, and your career.

Learn more about our company at [www.PineSpire.com](http://www.PineSpire.com)

## Application

To apply, please submit a cover letter telling us about your specific interest in PineSpire, your resume, and contact information to [contact@PineSpire.com](mailto:contact@PineSpire.com) with the subject line: Sales Operations Analyst. You may also apply on our [LinkedIn page](#). PineSpire is moving quickly to fill this position.