



Sales 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 supporting and fostering PineSpire's continued growth and acquisition of new customers. The Sales Ops Analyst is the hub of our internal and 3rd party sales teams and must be excellent at detail, managing data, and communication.

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

Job Duties

- Support sales team through
 - Completing intake of new leads through email and phone calls
 - Completing analysis of equipment inventory
 - Preparing, delivering proposals
 - Preparing, delivery contracts
- Manage sales data and status in CRM
- Generate qualified leads by:
 - Using provided tools to target new accounts
 - Drafting, delivering, and managing responses on marketing outreach emails to new leads
 - Assigning active leads to sales team
- Prepare and update marketing materials, in conjunction with PineSpire's marketing team, by providing customer feedback, technical guidance, and implementation of new materials
- Participate in weekly sales team meetings; prepare metric analysis for sales team
- Grant research: conduct directed research and updates on federal, state, local and other grant funding opportunities for electric vehicles. Prepare write-up summaries of programs as needed
- Grant applications: support select customers in completing grant applications for electric vehicles and associated equipment
- Site Inventories: conduct site visit to customer facilities to complete inventory of equipment for enrollment with PineSpire.

Location

- California, preferably in San Joaquin Valley. This role will primarily work remotely.



Requirements

- Bachelor's degree showing experience in relevant skills for the job duties
- Experience with Sales CRM
- Excellent with Microsoft Office (particularly Power Point, Word, and Excel)
- Professional communication style
- 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.
- Proven ability to take on projects and work independently
- Ambitious, self-starter who is eager to learn, grow and take on quickly evolving work
- Passion for [PineSpire's mission](#)

Preferred Qualifications

- Basic understanding and competency working in a Customer Resource Manager (CRM), particularly HubSpot
- Experience in marketing, sales, proposals
- Experience in preparing and managing grant applications
- Spanish-speaking a plus

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

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 with the subject line: Sales Operations Analyst. You may also apply on our [LinkedIn page](#). PineSpire is moving quickly to fill this position.