

# Sales Operations Specialist

Based in Warsaw, Poland – Europe-wide role

This is an exciting opportunity for an enthusiastic and energetic individual to join a busy and dynamic team based in our Warsaw office. The sales operational specialist will become part of a centralised support function that is core to streamlining our systems and processes.

The successful candidate will gain in-depth experience in a global ICT organisation with aggressive growth targets.

## Key Responsibilities

- Order Administration for Project and Service Contracts
- Generation and communication of Service partner POs
- Generation and communication Hardware/product POs (through SAP or vendor specific tools)
- Transfer of contract information into IT tool (Omni Tracker) in conjunction with Operations/ Service Delivery Manager
- Providing relevant information to accounting/ finance department
- Checking invoices to POs, obtaining approvals, monitoring
- Generating customer invoices for service contract and/ or projects
- Other administrative tasks: transferring invoice data into customer specific formats
- Timely reporting of activities and progress to relevant project manager

## Requirements

- Language skills required English; German and French would be beneficial
- Knowledge of SAP B One/ B One Mari Projects
- Knowledge of all usual MS Office applications (Excel, Word, PowerPoint)
- European or EMEA experience is advantageous
- Strong process skills
- Previous experience working in a Sales/Commercial Operations function
- Demonstrated ability to independently operate in a dynamic environment.
- Demonstrated ability to analyse and troubleshoot problems, recommend solutions and take independent action.
- Candidate must have a positive attitude and be adaptable to a dynamic "startup" type of environment without losing focus on business goals.
- The ideal candidate will have worked in the technology service industry

## Our offer

- A permanent role offering excellent benefits
- Career progression in a growing ICT organisation
- Opportunity to become part of a system and process focused team

## Send your application via email to:

Laura Shortt  
Human Resources  
laura.shortt@damovo.com

## About Damovo

Damovo delivers technology-enabled business efficiencies to enterprises around the world, enabling them to stay ahead in today's digitally transforming world.

Our customers benefit from our 40 years of experience, expertise and ecosystem of industry partners. Through our consultative approach (understand, deliver and improve) we work with our customers to explore how technology can support their business objectives now and into the future. Our portfolio includes solutions around Unified Communications and Collaboration, Enterprise Networks, Contact Centres, Cloud Services and Global Services.

Damovo has regional offices across Europe and a global capability spanning over 120 countries. Whatever the sector and wherever the geography, we give our 2,000 customers the tools they need to accomplish continuous business improvement.

Explore more at [www.damovo.com](http://www.damovo.com)