



SALES OPERATIONS

Full-Time in Scituate, MA

Looking to make an impact in the lives of tactical athletes? Apply here to serve as part of a dedicated team that supports the men and women who keep our communities and nation safe.

O2X Mission & Overview

At O2X, we improve the lives of tactical athletes through world class Human Performance programs. We work with a wide range of clients, including more than 100 federal, military, and municipal organizations to elevate culture, support healthy lifestyles, and reduce healthcare costs associated with injuries and illnesses. Fueled by our shared desire to help others, our team strives to make our clients (and ourselves) 1% better every day.

O2X Human Performance is seeking a dynamic professional to support key internal sales operations functions. This role requires strong organizational skills, a keen attention to detail, and exceptional written and verbal communication abilities. A successful Sales Operations professional will quickly master an understanding of O2X products and services to take ownership of internal sales and marketing support functions as well as operational processes.



Key Responsibilities

- Lead RFP response efforts, proposals, creation of sales collateral, and distribution of pitch materials
- Manage customer relationship management (CRM) system and support sales team utilization
- Pipeline management, sales activity monitoring, and key performance indicator reporting
- Support O2X hiring process screen resumes, conduct initial interviews, and manage progress through entire recruitment cycle for perspective sales roles
- Assist with company messaging and voice, along with quality control of writing and external communications

Requirements

- Understanding of sales processes and all phases of the sales cycle – marketing, targeting, pitch, acquisition, and client retention
- Experience working with customer relationship management (CRM) systems
- Operations experience and ability to skillfully support administrative functions
- Demonstrated high-level written communication; experience drafting RFP responses is highly desirable

Desired traits

- Skilled steward of time, able to manage multiple complex projects in parallel
- Entrepreneurial mindset with an ability to thrive in a rapidly growing and dynamic organization
- Team-first mentality

Compensation and Benefits

- Title and compensation are commensurate with experience
- 401k with company contribution
- Health benefits
- Paid Time Off including Federal Holidays