



SALES OPERATIONS SPECIALIST

Help take Platinum and our Sales Operations Department to the next level. Platinum Supplemental Insurance, a marketer of supplemental insurance policies with over 70,000 customers throughout the Midwest, is expanding, and we need a talented, energetic highly organized sales operations specialist to help us accommodate this growth.

As a **sales operations specialist**, you will support and manage functions essential to sales force productivity, which includes the management and optimization of automated sales tools, sales performance reports, sales incentive plans, general sales processes, and training materials. This position will also provide a link between key sales managers and other company departments to make sure the operational needs of the sales teams are met. You will be part of a fun team of talented and knowledgeable specialists, as well as a company that values the personal and professional growth of all its employees.

Primary Responsibilities:

- Provide exceptional customer service to our sales leadership, sales representatives and other departments within the organization
- Offer elite, go-to service for our sales leadership to facilitate smoother business transactions
- Assist in various aspects of our sales representatives' compensation process
- Manage projects with key developmental objectives related to sales tools, sales reports and process flow
- Manage the successful implementation of new sales programs
- Oversee and report on bonuses and other incentive programs
- Consult with key sales managers to identify opportunities for sales process improvement
- Perform other duties as assigned

Job Requirements:

- A positive, customer-focused attitude and flexibility to function in a fast-paced, nimble business environment
- Excellent written and verbal communication skills and organizational and project management abilities
- Ability to maintain a high level of confidentiality regarding personal information
- Demonstrate initiative, innovation and creative problem solving
- Ability to work well solo or in a team environment
- Bachelor's degree preferred but not required
- Accounting or finance experience preferred but not required
- Skilled in Microsoft Office programs (Word, Excel, etc.)

Benefits:

- Excellent compensation and benefits package (including health, dental and vision insurance; life insurance; short- and long-term disability; retirement plan with employer matching; and flexible spending account)
- Paid vacations and holidays
- Ongoing career development and advancement opportunities available to help you exceed your personal and professional goals
- Employee health and wellness program that includes free personal training, if desired
- Casual dress
- Typical workweek: Monday-Thursday 8 a.m.–5 p.m.; Friday 8 a.m.–3 p.m.
- A fun workplace environment with talented individuals who value your input and collaboration
- Beautifully renovated office facilities on Dubuque’s thriving, historic Main Street

Equal Opportunity Employer:

Platinum Supplemental Insurance is committed to providing equal employment opportunities (EOE) to all employees and applicants for employment without regard to race, color, gender, religion, sexual orientation, national origin, age, disability, marital status, amnesty or veteran status.

How to Apply:

For consideration, applicants should submit their resume and reference information to employment@pltnm.com by Friday October 9.