

Sales & Office Operations Coordinator

Collective Data is seeking a Sales & Office Operations Coordinator that supports the operational and administrative execution of the organization, with specific responsibility for office operations and execution-level sales administration tasks. This role incorporates Sales Administration Manager duties that are not owned by the Revenue Operations Manager, as defined by the approved duty crosswalk.

Responsibilities:

Sales Team Logistics Support

- Coordinate travel arrangements for sales leadership and team members
- Support sales-related meeting coordination and calendar management
- Assist with expense reporting and documentation for sales activities
- Prepare charts, reports, and KPI summaries using defined metrics
- Provide sales correspondence and administrative support

Office & Facilities Operations

- Manage daily administrative activities including phones, mail, email routing, shipping, and visitor coordination
- Maintain office supplies, equipment, and shared resources
- Coordinate travel arrangements for non-sales staff
- Assist with expense reporting and documentation for non-sales activities
- Coordinate facility vendors including cleaning, repairs, and inspections
- Lead the planning and coordination of internal events and maintain a professional office environment

Confidential & Administrative Support

- Support sensitive or confidential projects with discretion
- Exercise independent judgment on administrative assignments

Preferred Experience:

- Associate's degree in a related field or 2+ years of experience in administrative, sales support, or office operations



- Experience arranging business travel
- Experience using HubSpot CRM
- Working knowledge of QuickBooks
- Background in Accounts Payable & Receivable processes

Who is Collective Data?

Collective Data is a leading provider of Fleet Management and Asset Management software for both the public and private sectors. Our mission is to empower organizations with intelligent software solutions that help streamline operations, reduce costs, and improve efficiency.

Why Join Us?

At Collective Data, we value innovation, collaboration, and the personal growth of our employees. We offer a competitive salary and benefits package, flexible work arrangements, and an environment where your input is valued and encouraged.

Interested in making a difference with Collective Data? Please submit your resume and cover letter detailing your relevant experience to careers@collectivedata.com

Collective Data is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

