

Semler Scientific, Inc. (www.semilerscientific.com) is an emerging medical device company focused on addressing patient and provider needs through early detection of peripheral arterial disease. Through our diagnostic technologies and services, we aim to help guide patient care to (1) improve the quality of patient's lives, (2) reduce cost of care, and (3) increase reimbursement by collaborating with top health care providers and health plans.

Sales Operations Coordinator

Semler Scientific is searching for a Sales Operations Coordinator to report directly to the Director of Enterprise Operations. The ideal candidate will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative and organizational capabilities, and demonstrate good judgement and interpersonal skills. The Sales Operations Coordinator will have the ability to work independently on projects from conception to completion, and must be able to work under pressure (at times) to handle a wide variety of tasks for the Enterprise Solutions department.

Position Location

Remote (SF Bay Area, with Easy Bay preferred) or San Jose Office

Roles and Responsibilities

- Provide executive-level administrative support to department managers.
- Prioritize multiple projects and requests based on business needs and importance.
- Complete projects thoroughly, accurately and with time sensitivity.
- Facilitate conference calls, prepare meeting materials and agendas, and document meeting minutes to effectively manage action items for the department.
- Develop, implement and continuously improve department administrative work processes, procedures, and systems while ensuring compliance with department and company policies.
- Take initiative, act resourcefully, and problem solve to get answers and resolve issues.
- Interface with multiple departments to assure cross team coordination.
- Work with Regional Account Managers to maintain accuracy of Salesforce customer accounts and manage new orders.
- Work independently with minimal instruction day-to-day.
- Perform other duties and responsibilities as needed.

Project Management Responsibilities

- Help manage large customer account changes directed from both internal and external requests.
- Create, own, maintain and track detailed project schedules, milestones, and dependencies for major department projects.
- Follow up with managers and individual task owners to update department project schedules regularly.

Skills, Knowledge & Core Competencies:

- 5+ years of experience supporting Senior Management; preferably in a Sales/Field organization
- Superior skills in Salesforce and Microsoft Office (Outlook, Word, Excel, and PowerPoint)
- Strong organizational skills and excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with internal and external stakeholders
- Expert level written, verbal, and communication skills.
- Demonstrate proactive approaches to problem-solving with strong decision-making abilities
- Balance ability to work independently with team collaboration.

- Proven ability to handle confidential information with discretion, be adaptive to various competing demands, and demonstrate the highest level of customer/client service and response.
- Forward looking thinker who actively seeks opportunities and proposes solutions.

Communication Skills:

- **Language Requirement:** English
- **Written:** Must be able to create and track detailed project plans, effectively convey message in written presentations and communications (e.g. powerpoint, training materials, emails, executive summaries, etc.)
- **Verbal:** Must be able to articulate complex project concepts and participate in presentation engagements
- **Customer Service:** Must be able to professionally and effectively engage with clients

Contacts/Interactions:

- **Internal:** IT, various business areas including Sales, Sales Operations, Finance, Operations, Support
- **External:** Customers