



Operations Data Coordinator (Entry Level)

Our Team is looking to hire an Operations Data Coordinator to support our Support, Services, and Operations teams. This is a great entry level position for someone looking to grow with our organization. The Data Coordinator will act as a data storyteller through gathering and analyzing sets of data and ultimately presenting findings through a myriad of metrics, reports, and dashboards to help guide internal and external strategic business decisions.

In addition, the successful candidate will also be responsible for number heavy, product focused tasks essential to Scale Computing's pricing strategies whether that be maintaining BOM costing with manufacturers on the back end or the publication, distribution, and maintenance of price books in collaboration with Product Management and Business Systems on the front end.

The key to success in this role hinges on working closely with internal stakeholders and fully understanding what data drives their big picture decision making, yet still maintaining a laser-like focus in dealing with projects and tasks more tactical in nature. We believe in best-ever experiences from the inside out - so this means we're looking for an approachable, friendly candidate who will love their co-workers as much as we love them.

Great candidates will look like this:

- Enjoys troubleshooting and problem-solving analytically
- Has a keen eye for detail
- Process-driven, yet always on the lookout to improve overall efficiencies
- A team player who can work well within the team and collaborate cross-functionally, especially in a remote environment
- An excellent communicator who is efficient and effective with both internal and external stakeholders via web conference, in email, and in person
- A motivated self-starter who thrives on prioritization and follow-through
- Passionately creative in mindset and has the ability to adapt quickly to evolving business needs

Responsibilities:

- Own reporting and dashboards for the Support, Services, and Operations teams
- Compile KPIs and other metrics for Support, Services, and Operations leadership as well as the E-Team
- Work closely with manufacturers and OEMs on updates to COGS
- Create and maintain product costing with vendors for all Scale products in our Product Lifecycle Management tool
- Manage the price book update process alongside Product Management and Business Systems including, but not limited to, introducing new products, importing and maintaining price books in Salesforce, and distributing lists to partners
- Provide forecast plans to manufacturers and OEMs through detailed analysis of historical trends, opportunity data, and supply constraints
- Assist Operations with inventory management and reporting
- Perform other tasks and work with Support, Services, and Operations teams as directed by supervisor

Requirements:

- 1-2 years of data analytics experience is required
- Bachelor's degree or equivalent preferred
- Strong Microsoft Excel and Google Apps (Sheets, Data Studio, Analytics) skills
- 1 year experience with Salesforce or another CRM tool strongly recommended
- Positive attitude and growth mindset
- Takes initiative and delivers results with minimal supervision
- Strong business acumen, analytical skills, & attention to detail
- Ability to clearly & concisely communicate with users in different roles and with varying skill sets

Compensation

- Competitive, based on experience
- Health Insurance: Vision, Dental and Medical (HDHP & PPO options)
- PTO & paid Company holidays

If you've reached this point in the job description and feel you're still not sure if you should apply...Just do it! We know there are no perfect applicants. You may not have 100% of all those bullets listed above - and that's okay. If you're feeling like you're not going to fit in with our teams - you'll be surprised. We're one Scale Computing which means however you identify and whatever background you bring with you, we encourage you to submit an application if it's a role you can be passionate about doing every day.