

Job description for intern role Services sales support junior

- Supports local Delivery roles (EMs, PjMs) and local Sales roles (SEs, TSEs) to contract create contract text, customer specific clauses, SKUs and schedule details, pricing the deal correctly by executing admin-intensive tasks within the contract assembly process
- Provides a single contact point for local Delivery and Sales roles for all contract-to-cash process related questions
- Cooperates with ROC Operation Specialists with all contract and engagement setup related matters, in order to free up bandwidth at Delivery and Sales roles, by ensuring a smooth cooperation between ROC and local Delivery team
- Supports ROC Operation Specialists by executing contract-to-cash related activities which requires local execution (i.e: contract binding and posting/Shipping/couriers). Cooperates with ROC Operation Specialist, and handles SHIP tool to document end-to-end process execution
- Supports local Delivery roles (EMs, PjMs) and local Sales roles (SEs, TSEs) to liaison with SBD and LCA on local law impacting contracts and delivery (i.e: public sector)
- Facilitates complex Opportunity management to ensure that the correct level of focus is being applied to complex scenarios
- Supports local Delivery roles (EMs, PjMs) and local Sales roles (SEs, TSEs) by gathering tender documentation, supports BID team in orchestrating activities, legal documents and required declarations, set up financial guarantees. Ensures that the contract will pass through all SBD process and policy (all applicable approvals). Shepherds the contract through the process.
- Supports local Delivery roles (EMs, PjMs) and local Sales roles (SEs, TSEs) by maintaining BIF/MIRF funds in tools, checking BIF/MIRF funds existence/validity, resolving BIF/MIRF confusion/disputes, aligning BIF/MIRF with subsidiary BMO. Reconciles BIF/MIRF with Finance.
- Drives objectives and provides support for Business Excellence processes and best practices.
- Develops and cultivates relationships with key business partners within local Services org (such as EM, TSE, SE, ROC, BEO); these partnerships would drive point for improvements, escalations, and initiating change management activities.
- Depending on the local Services organization or business environment, certain additional responsibilities may be necessary, such as: administrative tasks (logistics for events, arranging visas, security clearances), data capture for contracting, documentation of local processes