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**Title: Director of Sales Operation**

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**Position summary:** Helix Diagnostics is seeking a Director of Sales Operation; a newly created position that will support sales leadership in driving performance of the sales team and executing the strategic agenda. Helix is experiencing exciting transformation, building on our entrepreneurial history, while developing critical building blocks of future capabilities. This is a unique opportunity to support the creation of a dynamic sales culture in a fast paced, high growth organization.

**Job Specific Duties and Responsibilities:**

- Establish workflows to optimize opportunities for sales success
- Own processes and be responsible for driving and implementing process improvements
- Build leadership capacity and effectiveness via ownership of daily operations including calendar management, email management, and daily agenda material preparation
- Efficient allocation of technology, support, and training resources impacting the sales organization
- Create and execute cadence around forecasting and pipeline analysis, account management, etc.
- Monitor and strengthen our business policies and improve our capacity for operating our business effectively
- Support business planning, forecasting, pipeline analysis, go-to-market strategy and marketing initiatives
- Facilitate strategic initiatives contributing to the overall organizational strategy, which may include new business incubation programs, M&A opportunities, and staff training/development

Our ideal candidate is a highly self-driven, motivated individual with the ability to partner, execute, lead through influence and example, loves working in a fast-paced environment, has sound business judgement and experience working with a team. They have strong problem-solving expertise and a deep desire to drive significant impact. In addition they have the agility needed to adjust to various schedules and situations. This individual must have the ability to inspire change management and establish trusting relationships across the organization and clients.

This position requires weekly COVID testing, is not remote-eligible and is based out of our Waterford, Michigan offices.

**Key Attributes**

- Ability to effectively interact and deliver with a fast-paced visionary leader
- Ability to operate in a fluid, ever-changing environment
- Exceptional organizational skills
- Experience in sales or marketing in a fast-moving, high-growth company
- Comfort with ambiguity and a rapidly changing environment
- A minimum of a high school diploma, GED or equivalent education. However, a two or four-year college degree is helpful

**Who We Are:**

Helix is a value-based, state-of-the-art clinical laboratory on a mission to elevate the lab space through compliance, high ethics, innovation and a best in class client experience. Helix incorporates the latest technology and methods to provide comprehensive diagnostics including toxicology testing, pathogen detection, blood testing and Pharmacogenomics (PGx) testing.

**Expected Use and Disclosure of Protected Health Information:**

Employees in this position are expected to have access to protected health information and other confidential business information from throughout the organization as is needed to fulfill their responsibilities in evaluating and reducing risk to the organization. No protected health information will be disclosed outside the organization unless specifically required by state or federal law.

\*This document is intended to describe the general nature and level of work performed and the requirements of the position. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities of personnel so classified; nor is it intended to limit the right of any leader to assign or direct employees under his/her direction.