



Navitas Semiconductor USA, Inc.

Job Description:

Title: Sales Operations & Distribution Analyst

Reports to: Director, Sales Operations

In Office ☒/Remote ☐/Hybrid ☐

Exempt ☒ / Non-exempt ☐

Based: Bay Area, CA or Torrance, CA

Job Purpose:

Navitas Semiconductor (Nasdaq: NVTX) is a high-growth, publicly traded technology company seeking a Sales Operations & Distribution Analyst. The ideal candidate will be self-motivated, energetic, tech-savvy, collaborative, and understand the dynamics of a fast-growing company.

Job Summary:

Manage sales data analysis and distributor activities to drive sales performance. Focus on developing and maintaining sales operations databases, automating reporting, managing distributor project registration and quotations, and providing actionable insights through dashboards and reports.

Key Responsibilities:

Data Analyst Related: (60~70%)

- Develop and manage new databases or custom data solutions tailored to sales operations, ensuring robust data structures to support analytics and reporting needs.
- Maintain accuracy, consistency, and security of sales and lead data by standardizing data across platforms such as Dynamics 365 CRM, ERP
- Build and automating data pipelines that integrate CRM and other business systems with the central sales database, ensuring timely flow of information.
- Manage access controls, user roles, and data retention policies to ensure data privacy and compliance with relevant regulations.
- Collaborate with IT and business teams to support database integrations and to optimize the performance and scalability of sales data infrastructure.
- Leverage SQL and database management tools for extracting and manipulating sales data and use BI tools (such as Power BI or Tableau) for reporting and visualization.
- Conduct regular audits for data integrity; identify and resolve errors, duplicates, and inconsistencies in the sales database.

Distribution Management Related: (30~40%)

- Manage distributor project registrations and tracking approvals.
- Handle quotations and coordinating price approvals for distributors.
- Monitor the design pipeline to track project progress with distributors.
- Provide regular sales and project status reports to distributors.
- Act as the main contact between distributors, sales teams, and suppliers.

Qualifications:

- Bachelor's degree in Business, Data Science, or related field preferred
- 3+ years' experience in sales operations, data analysis, distribution management
- Strong SQL skills with experience writing complex queries and database management
- Proficiency in Python, R, or other programming languages for data automation
- Experienced with Power BI dashboard development and Dynamic CRM administration
- Excellent communication and organizational skills
- Ability to collaborate cross-functionally in a fast-paced environment