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# Example of Assistant, Support Job Description

Our innovative and growing company is looking for an assistant, support. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for assistant, support

* Creating contact lists for proposals
* Maintain proposal list and submit to team members (Proposal team, construction, Directors, estimating, etc)
* Setting up standard documents for proposals
* Manage users’ email, chat, website services, and shared folder accounts
* Hardware & software maintenance
* Assist & communicate to users via email, chat, phone, and/or on-site
* Independent research related to Steinernema hermaphroditum
* Pre and post sales support over commercial aspects of tender/ contracts
* Marketing activity support – gift/ hospitality, donation & sponsorship/ promotional activity form – for seminar/ workshop
* Site administration – department checker for CRM SALES, BDM, Admin & Healthcare Management/ raise PR & EPR

## Qualifications for assistant, support

* Sort, screen, and distribute incoming and outgoing mail
* Ability to apply basic administrative skills to perform standardized duties (e.g., to create memos, reports, spreadsheets, exhibits for presentations)
* Bachelors’ Degree in Health Information Management, Health Policy, Mathematics, Statistics and/or related field, strongly preferred
* Enter new enquiries and raise quotation numbers on the sales database for the internal and external sales teams
* Enter purchase orders, raise job numbers and create contract reviews for the sales team
* Maintain the sales database ensuring it is updated as appropriate