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# Example of Sales Support Advisor Job Description

Our company is looking for a sales support advisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for sales support advisor

* Manage and maintain the weekly services delivery schedule ensuring it is always up to date
* Engage with Project Managers and Practice Managers to assign the appropriate team of resources to each project
* Ensuring resourcing tool is kept up to date with the latest schedule, resource skills and subcontractor data
* Onboard new, and manage existing, subcontractor and partner resources
* Engage with the PSO operations team to ensure all project data flows accurately through to the back office for time management, accounting and invoicing
* Manage quarterly utilization data and reporting, including KPIs around our subcontractors and partners
* Provide forecast reporting to the practice leadership to support successful practice management
* Support the planning and management of learning and development for the technical consultants and project managers (ongoing throughout the year and annual training events)
* Continually review, refine and define processes and tools for the post-sales delivery process, from sales hand-off to service delivery by Quest Professional Services consultants, partners and subcontractors
* Interact with customers throughout the entire Professional Services lifecycle, as required (from assisting with the initial sale, through to handling customer escalations and objections, and finally to project closeout)

## Qualifications for sales support advisor

* Master’s degree preferred, with concentration in analytics
* Network Security experience preferred, not required
* Channel experience preferred, not required
* Develop and maintain regular BMS in support of driving revenue and funnel in VMware’s customers
* 8+ years relevant experience working in Business Planning & Analysis role from either Marketing or Sales Operations desired
* Ability to frame situations, analyze root causes, resolve problem and drive decisions