Downloaded from <https://www.velvetjobs.com/job-descriptions/sales-support-advisor>

# Example of Sales Support Advisor Job Description

Our company is hiring for a sales support advisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for sales support advisor

* Liaising with other departments throughout the business to ensure the customer needs are met throughout the process
* Organising your own workload to ensure both active and inactive cases are managed in an efficient effective manner
* Support & engage with Client Solution Group (CSG) EMEA leadership on quota setting and sales support
* Engage & Collaborate across CSG sales managers, Global Business Operations (GBO), Finance and Sales Compensation and Planning team during quota setting cycle
* Take ownership & be the EMEA CSG representative for IQM (Integrated quota management) tool
* Engage and support the Sales Alignment and File (SAF) process alongside the GBO team
* Responsible for building out and maintaining global reporting for the VMware SST Organization
* Build a global reporting dashboard that meets senior leadership expectations
* Understand cross-functional business reporting requirements and drive results
* Utilize data analytics to drive action and root cause analysis

## Qualifications for sales support advisor

* Strong computer skills with the ability to adapt to change and learn quickly
* Understanding key dates and deadlines are a must
* Strong understanding of processes and procedures and may identify opportunities for improvement
* Analyses information to select appropriate options from defined alternatives
* Enter and maintain sales orders received
* Respond to incoming end user enquiries received via letter, email or the Fender website to the standard expected of an industry-leading company