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

# Example of Sales Support Analyst Job Description

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

## Responsibilities for sales support analyst

* Partner with Client and Back Office to correct any settlement issues (Fails or DKs)
* Regularly work with Client Data (New Accounts) to on-board new sub accounts or to update bad settlement instructions
* Coordinate with Sales and Client Data (KYC) to on-board new relationships
* Enter Client information into internal Client Data system (GoldTier)
* Collect required documents from Client in order to initiate trading
* Always act in a professional manner to ensure superior customer service and to strengthen our commitment to making smooth post trade interactions
* Assist in Client Data and/or ad-hoc deliverables
* Perform and follow daily/monthly control functions to reinforce risk mitigation as a top priority.\*
* Major controls include but are not limited to blotter reconciliation, end of day report, unconfirmed emails, unallocated report and daily/monthly key performance indicator stat keeping
* Analyzes product promotions data to determine if promotion is actionable

## Qualifications for sales support analyst

* Experience working in sales support function supporting the institutional business
* Ability to develop dialogue with prospective clients and build strong relationships
* Strong administrative background and a working knowledge of our corporate system
* Good follow-up skills and a strong attention to detail in order to be considered
* Business Degree is a plus
* 1+ years of experience in data analyzing is preferred