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# Example of Sales Support Analyst Job Description

Our company is looking to fill the role of sales support analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for sales support analyst

* The CM will maintain customer pricing files with account contacts and other information and will facilitate order audit and quality control processes
* Responsible for coordinating, conducting and documenting order processing projects and communicating results to management
* Communicate Global Portal and Premier Pages maintenance issues to sales and I/T
* Form direct relationships with both internal sales teams and where appropriate external customers / partners while working with internal cross-functional groups
* The Sales Operations Specialist is responsible for supporting a Sales Team and manager(s) by managing daily operational activities in addition to driving a proactive approach in the growth of the Sales Channel
* Customers facing to build relationship, understanding of customer’s process for documentations sign-off, invoicing and payments
* Follows-up with customer service on shipping/tracking information, Proof of Deliveries, orders shipping from mills, send copies of invoice to AP for billing
* Other ad-hoc duties as requested to support operational or reporting needs of the business
* Handling distributor complaints and check stock for customer
* Duty-free contract follow up

## Qualifications for sales support analyst

* 2+ years of experience relating to working in an office environment or similar backgrounds
* Understanding and knowledge in sales /marketing/customer service will be an advantages
* Bachelor's degree in Commerce or Marketing with 1 - 2 years of experience
* Flexible working in Rotational Shifts
* Can work on multiple projects simultaneously
* Bachelor’s degree in Information Systems, Business Administration or technology major preferred but not required