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# Example of Sales Support Associate Job Description

Our company is growing rapidly and is looking for a sales support associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for sales support associate

* Communicates with the store team to ensure a smooth flow of merchandise to the sales floor
* Ships and receives all merchandise coming in or leaving the store, including the physical unloading and loading of trucks
* Keys or scans all receivables into the store system, including from vendor supported items
* Follows all applicable laws, regulations and company policies
* Identify, research, troubleshoot and resolve issues and communicate the end results and process improvements to all internal partners
* Handle diverse and complex situations which may require identification and selection of solutions through acquired knowledge and enhanced problem solving ability
* Attain a competent level of product knowledge and the selling process
* Work within diversified, established procedures and standards
* Help support, grow sales team with Financial Education Implementation support
* Handling all incoming orders via email, fax, and phone

## Qualifications for sales support associate

* Analytical skills, computer skills including MS Office
* Must acquire a Producer License (if necessary) and attain Product Certification
* Prefer one to two years of newspaper or media environment
* Must exhibit excellent communication skills and computer literacy
* Must display effective interpersonal skills to include areas of written and verbal communication superior customer service skills
* Must be able to work with video display terminal for long periods of time and type a minimum of 35 wpm