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# Example of Sales Support Associate Job Description

Our company is growing rapidly and is looking for a sales support associate. 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 associate

* Ability to be proactive, “own” your role
* BA/BS or equivalent 4-year degree required (Economics, Finance, Accounting a plus)
* Firm grasp of Microsoft Excel
* Prior billing and/or order management experience strongly preferred
* Familiarity with Salesforce and other Software-as-a-Service a plus
* Self-motivated, able to work independently contribute to a cross-functional and global teams

## Qualifications for sales support associate

* Requires 1 year order entry / or billing experience
* Success with building partnerships and relationships with colleagues at various levels
* Self-motivated, proactive, and results orientedprofessional
* Desire to continue to apply and accelerate knowledge of successful sales skills
* Ability to discern how and then act to support the selling motion at the School District or Local Government level and support at the State Government level
* High comfort level making cold calls