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# Example of Sales Support Manager Job Description

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

## Responsibilities for sales support manager

* Market Pricing analyses and recommendations
* Respond timely to issues/requests and provide problem resolution
* Demonstrate strong ability to clearly and concisely craft communication on myriad topics, from simple to complex and to wide-ranging audiences
* Distribute and coordinate performance targets
* Effectively recruit new associates
* Successfully implement change
* Coach/Mentor/Train associates and peers in/out of market
* Improve Associate Satisfaction Scores – 80% team target
* Develops and implements customer service policies and procedures
* Construct and communicate all sales training documentation for classes

## Qualifications for sales support manager

* Microsoft Word, Excel to advanced level
* Must have a high level of proficiency with technology – specifically the MS Office suite, including MS Excel, Word and Outlook, working with database, AS400 and internet search and navigation
* Expereince in pre-sales, design, planning, installation and service support of refrigeration products and systems bsuiness
* College degree in design, business, or communications, or comparable work experience
* Advanced to expert level proficiency in PhotoShop, plus a proven advanced to expert proficiency level with Illustrator
* 5 year experience in sales and/or sales support or administration required