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# Example of Sales Support Representative Job Description

Our company is growing rapidly and is looking to fill the role of sales support representative. 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 representative

* Process new client accounts
* Implement changes to existing accounts
* Maintain/file documents appropriately (legal documents, exhibits, ancillary documentation)
* Produce timely and detailed service reports to add coverage to equipment as it expires from warranty
* Prepare service contract renewals for processing
* Produce timely and detailed service reports and review to capture equipment not previously under contract
* Assist sales & service associates, MRs, and CSMs with pricing and proposals for service contracts
* Coordinate sales follow-up with field management affiliated with pending ratified documents
* Produce and provide input to support system data integrity (relocations, cancellations, etc)
* Provide support for reports regarding service revenue and profitability

## Qualifications for sales support representative

* Comfortable with technology and applications (Office, Excel)
* Background using office automation software
* Sensory attention - Must have strong communication and listening skills
* Mental stress - High volume workload
* Minimum of 2+ years in an administrative role within a financial or professional services environment
* Proven ability to handle pressure created due to high volumes and aggressive performance targets of the sales team