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# Example of Sales Support Representative Job Description

Our company is hiring for a 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

* Handle internal and external customer requests in an accurate and timely manner, including answering inbound calls, emails and service requests
* Perform general clerical duties such as photocopying, scanning and filing
* Assist with PS in filling out PS Engagement Survey and coordinating meetings between customer and PS
* Liase with CSA to ensure customer support issues are resolved
* Provide all required administrative support to senior management and staff
* Schedule and coordinate on-site and off-site meetings
* Assist with presentations for meetings, prepare PowerPoints, and submit executive-level deliverables and other presentation materials as required
* Handle confidential and proprietary materials
* Provide support and project management for a variety of initiatives that may range from business development, finance, operations, IT or real estate
* Work collaboratively with individuals throughout the organization and conduct internal or external research as necessary to gather accurate and insightful data

## Qualifications for sales support representative

* Capacity to interact with other internal departments
* Time flexibility (on peaks of work, bank holidays )
* Preferably demonstrate a general understanding of pump/rotating equipment bill of materials and types and a clear understanding of sectional arrangement drawings and pump/rotating equipment parts lists
* An outstanding opportunity to join a Multinational business with market leading brands in a Sales Support Representative (Merchandising) position in Brisbane location
* 2+ years of relevant work experience, especially customer parts service related to mechanical repair
* Must project a strong customer focus, able to deal diplomatically with customers and project a positive corporate image