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# Example of Sales Support Representative Job Description

Our company is looking to fill the role of sales support representative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for sales support representative

* Process orders, quotations, change orders, shipping modes, accurately and quickly
* Demonstrate proficiency with Company products, procedures, and operating systems
* Work as needed with sales and engineering information systems
* Obtain basic parts information from CAD drawings
* Understand and comply with legal requirements (e.g., SOX, Export Compliance, Terms and Conditions, ISO, FCPA)
* Customer Service needs for Construction TM’s
* Miscellaneous requests from TM’s
* Archive and upload contracts to billing portals
* Sales Operations Order Management
* Resolve contract, product or service problems by clarifying the customer’s issue, determining the case and selecting the best solution

## Qualifications for sales support representative

* Pleasant, clear, and articulate speaking skills on the phone and in person
* Basic math understanding and skills
* Ability to work to handle High volume workload
* Familiarity with LYNX, Extracense & SalesForce.com applications
* 2+ years of sales or sales support experience in a software organization
* Demonstrated customer facing skills via phone, e-mail and in person (previous experience in a customer facing environment a plus)