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# Example of Sales Support Job Description

Our growing company is looking for a sales support. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for sales support

* Act as the intermediary between sales and stakeholders in other departments
* Facilitating Customer Dedicated Inventory (Status-W) and item set up (new, existing and projects)
* Coordinate system set up’s (Salesforce.com, ecommerce)
* Coordinatate new customer set up and all associated on-boarding activities
* Proactive monitoring and troubleshooting of intial customer orders
* Initiate part set up requests for Sales Professional sourced items
* Support special customer programs including Consignment
* Administer and manage custom customer inventory reports including forecast adjustments
* Tracking of customer programs such as rebate and special promotion programs
* Monitor customer accounts and update customer profiles as required in Salesforce.com

## Qualifications for sales support

* Minimum a Bachelor's Degree with at least 3-5 years of experience customer service in the manufacturing environment
* Minimum 2years experience of sales, business development, client services, account management in digital/tech or any related industries
* Team player, strong interpersonal skill and goal-oriented
* Collaborate with Customers and Finance on resolving invoice discrepancies
* Work with Sales Professionals and Suppliers in resolving Customer Quality/Mill claims in a timely manner
* Coordinate all customer information requests to all necessary stakeholders throughout Veritiv and obtain all necessary approvals to proceed, including vendor/supplier agreement