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# Example of Sales Support Job Description

Our company is looking to fill the role of sales support. 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

* Ensures appropriate customer stock levels
* Completes selling activities to defined customers with promotions
* Performs general (6S) housekeeping of service equipment and immediate area
* Work with Sales Managers and the sales team to optimize the business
* Responsible completing state bids and associated documentation
* Assist the Sales Managers and sales team in configuring inventory
* Be the resident expert on machine and attachment applications
* Maintain a price file for inventory units and attachments
* Conduct quarterly physical inventory counts and reconcile differences
* Rationalize inventory mix to achieve inventory turn goals

## Qualifications for sales support

* Post-secondary education or equivalent required
* Minimum 1 year of working experience in analytical or reporting environment
* Notify customers of approval status and discuss next steps
* Schedule appointments and update customer records in the system
* Ability to transfer information and review documents with attention to detail
* Ability to communicate at a professional level