Downloaded from <https://www.velvetjobs.com/job-descriptions/sales-support>

# Example of Sales Support Job Description

Our innovative and growing company is hiring for a sales support. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for sales support

* Data processing and reporting
* Sales document preparation, stamp and management
* Factory visit arrangement
* Sales support to East China Region （catalogue, invitation letter etc）
* Work as the focal point to communicate among channel/VAR/SP/PSP, sales team and COE team , including to translate/send related documents to sales team, collect the applicants’ documents, facilitate the local review meeting , console/coordinate sales, sales leader & channel development leader about the request qualified
* Communicate with sales leader/channel leader about the channel/VAR performance for renewal & termination
* Work with sales /channel leader to summarize partners’ MAP data into target template and update if necessary
* Collect partners’ inventory on the monthly basis, console and make the inventory report, organize the review if necessary
* Work with Channel&Alliances team to support channel strategy per any specific or emerging requests
* Printing Orders for Sales Reps

## Qualifications for sales support

* Minimum of high school education (diploma/GED) preferred
* A valid driver's license and the ability to travel up to 85% of the time traveling to customer and prospect sites typically in an assigned territory and region are required
* 0-3 years’ experience as sales assistant / administrative
* Ability to respond quickly, accurately, and professionally to demands of the position
* = 5 years working experience in sales support of semiconductor industry
* Familiar with SAP and Microsoft Office