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# Example of Specialist, Sales Support Job Description

Our company is growing rapidly and is looking to fill the role of specialist, 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 specialist, sales support

* Work with Product Managers, Engineering and Contracts Department to coordinate, answer and send quotations in response to customers' requests for quotations, proposals and information
* Run sales related reports and export to Excel before manipulating data and formatting spreadsheets
* Maintenance of account profiles and internal sales documents
* Being the primary and daily contact with customer accounts, internal and external
* Fulfilling customer account requests and answering customer account questions
* Order entry of successfully quotes
* Customer order status updates
* Prepare technical or commercial offers based on customer requirements
* Define cost for proposed solution and communicate to sales organization
* Analyze customer needs and competitor offers through market information

## Qualifications for specialist, sales support

* Self-motivated to learn and to succeed in a results-driven environment
* Detail oriented, commit to deliver the results
* Willing to travel to other Company locations, customers, trade shows, as needed
* Takes criticism as constructive feedback
* Domestic travel as necessary
* Basic Warehouse management systems knowledge