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# Example of Support Assistant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of support assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for support assistant

* Participate in calls, visits, presentations and web walk-throughs
* Utilize strong written and oral communication skills to prepare convincing and concise presentations for various groups, strategic networks and community on complex and sensitive subject matters with favorable results for company
* Perform support assignments as needed to support functional teams within the Business Development department
* Represent the organization positively, both internally and externally, by supporting the strategic direction and priorities, objectives, mission and values of the organization
* Maintain confidentiality and safeguard the operations of business
* Download RFPs, compile, verify files received and print sections as needed
* D2 management for proposals
* Filing/archiving in D2
* Managing client messages during proposals (Getting them off procurement sites, logging them, filing them in D2, getting them to the team, tracking completion.)
* Meeting coordination for proposals

## Qualifications for support assistant

* Years experience with Remedy, Lotus Notes 8+, SAP, Remote Desktop, Mainframes, Internet Browsers (other than IE)
* Ability to work to tight deadlines, which means needing to be flexible to do overtime when needed, sometimes at short notice
* Demonstrated work experience and proficiency with MS Office Suite
* Needs excellent organizational skills and the ability to multi-task and stay focused under pressure
* Needs the ability to make decisions to plan and assign tasks, when required
* Receive and respond to correspondence (some of which may be confidential)