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# Example of Support Services Representative Job Description

Our company is growing rapidly and is looking to fill the role of support services representative. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for support services representative

* Examine and analyze financial projects, statements and reports for accuracy and integrity conformance to accepted accounting and program guidelines, all in a timely manner
* On a regularly scheduled basis, prepare and disseminate both regular and irregular financial reports to the ORIED Business Officer for the Assistant Vice Chancellor for Finance and Administration, the Vice Chancellor, ISSC customers and/or other executive ORIED staff
* Research, develop, implement, analyze and ensure implementation of NCSU and/or ORIED’s new and/or changing accounting and reporting policies & systems
* Display an exemplary and dedicated sense of positive “customer service” and a very high degree of availability and accessibility to all clients
* Support Stores on all P.O.S
* Assist with the configuration process for new, refresh and temp stores
* Experience communicating with Telecom Providers and display the sense of urgency that delivers faster results
* Fielding internal employee calls
* Troubleshooting light tech
* Dispatching employee to appropriate networks within the company

## Qualifications for support services representative

* Ability to learn various systems used in the department
* Strong skills Microsoft Outlook, Excel, and Microsoft Office
* Must possess an extremely strong communication skill set
* Ability to multi-task with flexibility to change priorities daily
* Ability to self-motivate and drive results for projects assigned
* Must have the ability to work independently, on a team, with a minimal amount of supervision