



# Example of Analyst, Sales Support Job Description

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

## Responsibilities for analyst, sales support

- Calculates the battery warranty pro-rata tables and uploads them into the various ERP systems
- Confirming and processing various orders through MDS Fulfillment
- Processing of various master data maintenance within OpenGlobe and related systems
- Adhoc analysis, reporting, and other duties as needed
- Manage the cross-functional process for completing Vender due diligence requests
- Own the direct account relationship and be the contact point for customer on premier-related issue
- Provide end to end premier maintenance support to update Customer/Page info (shipping / billing ) and configuration
- Proactively assist with the trade flow from post execution to settlement
- Ensure all executed trades posted by FIC Sales are matched by Trading
- Confirm all verbal trades with Client on trade date via email or electronically

## Qualifications for analyst, sales support

- Minimum of 3 years experience on a technical or process-oriented Help Desk is preferred
- Master degree diploma or equivalent
- Able to see trends in analyzing information
- Database and reporting skills is a plus

- Emergent sales acumen and the desire/ability to generate sales opportunities