



Example of Associate, Sales Support Job Description

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Our innovative and growing company is looking for an associate, 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 associate, sales support

- Checking inventory, production schedules and shipment confirmations
- Verify contract terms and conditions
- Provide vendor set up instructions
- Ensure prompt payment per contracts
- Manage required responses and forms from multiple teams during order preparation
- Provide support to sales staff as needed
- Perform administrative changes to internal quoting system including workbook order entry
- Partner with Business Process Engineering group to identify areas of process improvement
- Assist in sales funnel management by identifying committed sales
- Expedite sales process by facilitating requests with appropriate internal groups, coordinating completion, and ensuring timely responses

Qualifications for associate, sales support

- Highly numerate and ability to analyse statistical data
- Frequent periods are spent standing or sitting in the same location with some opportunity to move about
- Minimum 3 years of experience from relevant industry
- Proactively review sales management information, competitor information,

- Background in the health insurance industry preferred, Producer License preferred
- Minimum of two years experience in an administrative assistant role