



Example of Associate, Sales Support Job Description

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Our company is growing rapidly and is looking to fill the role of 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

- Support end-to-end Quote-to-Order process (all Channels)
- Assist sales team with pricing and quoting group requests and sales credit verifications
- Schedule follow up customer meeting and coordinate customer attendance for local events
- Assist Shipping Dept
- Answer incoming calls and emails from current and prospective clients
- Enter information into database
- Communicate with warehouse in regards to inventory and customer orders
- Support Management with Administrative tasks

Qualifications for associate, sales support

- Minimum three years of relevant experience in client service, operations, sales, consultant relations or portfolio management support
- Must be able to multi-task, manage projects and independently analyze customer questions/requests/problems and provide appropriate responses/solutions
- Ability to work well independently and as a member of a team including the ability to be flexible and adaptable
- This position is located in Japan and will work closely with a variety of the firm's internal departments that are globally located

- Ability to use email and attachment, internet/intranet and computer systems to access, modify or print information or to execute moderately complex programs or analyses