



Example of Director, Sales Support Job Description

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Our company is growing rapidly and is looking for a director, 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 director, sales support

- Adhere to SOX compliance
 - Be responsible for the managing deployment of technologies to deliver optimal business value
 - Ensure optimization of technologies to leverage resource and capabilities
 - Responsible for all headcount and cost improvement (CIP) commitments
 - Support through action the strategy to attract, develop and retain a team of skilled and motivated personnel
 - Provide guidance, direction, development planning, and performance feedback on a regular basis to all direct reports, in accordance with the 5 Conversations Methodology, to ensure effective and productive work teams
 - Lead, design, implement and/or participate in departmental/divisional/cross-company strategic plans or projects as assigned
 - Manage the automation of transactional work performed in creating documents, ensuring business processes are accurately documented
 - Work with leaders in Government and Commercial Markets , Product, Legal and Compliance to optimize processes requiring the creation of documents, driving toward efficiency and accuracy, requiring minimal manual quality control
 - Work with the CCBS legal/compliance liaison to understand any necessary updates to legal documents, and communicate changes to leaders of CCBS teams
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- Highly developed executive presence with strong collaboration skills
- High degree of discretion
- Minimum of 10-15 years' experience in service or business management
- Customer focus and uses Voice of Customer
- Shows strong leadership and interpersonal skills – Ability to pull team together with common objectives
- Ownership of Deal Registration Program and Process