



# Example of Sales Support Specialist Job Description

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Our innovative and growing company is searching for experienced candidates for the position of sales support specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for sales support specialist

- Review quotes on behalf of the field territory managers and assist with promotional quotes
- Serve as primary contact for field Sales Managers for assistance in their territory management duties
- Review trade-in eligibility
- Accurately process, review and prepare customer rebate statements for mailing
- Data Entry - Accurately process & review high volumes of Indirect Invoice Data for facilitation of rebate calculations
- Perform customer data and related supplier maintenance
- Follow SOPs as documented
- Assist the creation of, and maintain three year market forecast by business unit
- Handle Customer requests and inquiries regarding existing contracts, invoicing, site surveys, regulatory requirements and account information
- Daily communication with the sales team on Customers' requests, price changes, new proposals, agreements/addenda status

## Qualifications for sales support specialist

- Knowledge of the healthcare payor industry with strong analytics and project

- Experience working with sales team in contract negotiations
- Experience working and support implementations with technical products
- B2B mangement, exptraction, mining for report development purposes
- Minimum of 3 years experience in Customer Service or Sales Support is required