



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

- Provide weekly activity updates on a timely basis
- Assist account managers with maintaining CRM for Asian accounts
- Create reports as requested utilizing CRM data
- Administer customer portals
- Support global strategic plans by utilizing CRM data and financial data to create actionable information
- Support AFM and sales manager by creating financial analysis to support commercial discussions
- Able to create presentations at a level acceptable for leadership and customer reviews
- Interface between sales and customer service/order fulfilment, specifically as related to providing "clean" order handoff
- Lead in season efforts
- Maintain pipeline accuracy

Qualifications for sales support specialist

- Bachelor's Degree is required, preferably in Marketing, Advertising, Business or the sciences
- Minimum of 5 years of combined Sales and Marketing experience is required
- Excellent communication skills, both written and verbal, are a must

- Ability to effectively manage multiple, simultaneous projects while monitoring departmental guidelines is desired
- Must have high degree of personal organization, self-reliance, initiative, and creativity