



# Example of Sales Support Specialist Job Description

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Our growing company is searching for experienced candidates for the position of sales support specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for sales support specialist

- Attend weekly departmental meetings and safety training as required
- Perform as a backup for other employees during vacations and other periods of personnel shortage
- Communication and support to sales teams on new products, changes to product range, regulatory environment
- Dedicated point of contact for sales for resolution of all product and operational queries
- Correct allocation of all inflows for sales teams / intermediaries
- Support to Sales with reconciliation of Assets under Management and Year to Date inflows / outflows
- Input as required for all projects impacting Sales Teams
- Support with Communications, Marketing and Client Events as required
- Support with maintaining prospects, product interests and opportunities in CRM system
- Support with ensuring accurate Client Classification in the CRM system

## Qualifications for sales support specialist

- Bachelors or Associates Degree in Marketing, Communications, Sales, Information Systems, Computer Science or a related field
- Active interest or experience in the IT industry
- Ability to engage with clients and prospects in a professional manner
- Ability to manage and track several on going projects/task

