



Example of Sales Support Specialist Job Description

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Our growing company is looking for a 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

- Enhance product sales and margins by making intelligent price decisions through the application of product knowledge and delivery capabilities and best available information
- Educate internal personnel and market constituents on the value of pricing decisions when promoting / selling product solutions
- Coordinate activities between the customer, sales and other functional areas of the business to meet organizational goals ensure timely and accurate quotations to the customer
- Collaborate with Regional Sales Manager, Material Team and Account Executive Representatives to communicate necessary strategic sales approaches
- Provide Report analysis on quote performance by Customer, Business Segment and Technical Sales Manager
- Manage the quotation and follow-up process in support of the organization goals
- Enter new customer data and update changes to existing or new accounts in the corporate database
- Ensure that the quotes are following company policies and guidelines
- Assist in contract renewal effort
- Provides routine analytical and administrative support for customers, and internal sales teams

Qualifications for sales support specialist

- Previous sales experience and/or a passion for sales is a plus
- A passion for languages and/or publishing is a plus
- Previous experience within a client or customer facing role
- 3-6 years or more administration, customer service, or phone position experience