



Example of Senior Sales Support Job Description

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Our company is looking for a senior sales support. 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 senior sales support

- Work to ensure that all tools containing information from the sales teams are current and compliant
- Provide sales illustration support by partnering with sales specialists and advisors to create investment proposals reflecting investment recommendations using advanced analytic tools
- Coordinating quarterly price file updates for the company's six national GPO partners and emerging internal GPOs
- Reviewing and coordinating execution of GPO Amendments/Addendums to existing contracts
- Reviewing and coordinating approval of GPO Group Buy, Target Buy Promotions bids to include internal and external launch communications
- Reviewing and assisting with negotiation of GPO term and conditions with Business Units and legal and the preparation of pricing and terms via the company's internal Top Sheet approval process
- Creating, executing, implementing and maintaining Purchase Agreements terms and conditions and pricing
- Coordinating internal assistance with IT intensive projects like automation of price file creation, GSA Advantage, GS1 Compliance and other emerging priorities which impact our ability to participate in emerging e-procurement models
- Provide Direct Digital Control technical support, sales aids, engineering functions (valve schedules, Variable Frequency Drive specification take-offs,

- Pre-Shipment documentation

Qualifications for senior sales support

- Must maintain a professional image/demeanor
- Demonstrated ability to collaborate with success
- University graduate with minimum 5 years of financial services experience
- Strong communicator with fluency in English
- Excellent communication (both verbal and written) and interpersonal skills that facilitate a positive and effective team environment, to effectively work with both the Toronto and Internationally based team members
- BA/BS degree required from accredited university or equivalent relevant experience