

# Sales Support Specialist - Mid Level

*A Sales Support Specialist assists clients through each step of the sales process, resolving any concerns or questions they may have while efficiently tracking all aspects of the sales process. They also identify and create lists of potential clients while maintaining databases of sales.*

- Part time – Less than 30 hours per week (5 days, 5-6 hours per day)
- U.S. based - Remote

## Key Responsibilities

- Compiling daily lists of leads and delegating them to sales team associates
- Maintaining an accessible and organized filing system for sales and administrative documents
- Handling all administrative duties for the sales department or team, including scheduling client conferences and meetings and responding to customer inquiries
- Assist management team members and executives as needed
- Performing data entry duties in regard to metrics, sales figures, and other key data
- The ability to identify, qualify, and optimize B2B business opportunities.
- Liaise with other departments throughout the organization as a means of maintaining open and effective communication.
- Assist in processing sales in a timely manner.
- Filling out vendor procurement forms
- Filling out data security forms, including GDPR forms
- Invoicing for B2B customers

## Reporting line

- This role reports to the Head of Sales.

## Skills & Experience

- 2 years' experience with B2B/Enterprise sales as an assistant or in a similar role
- Proficiency using Salesforce and Google Suite (Gmail, Google Drive, Calendar, etc) is essential

- Proficiency using Zoom, Slack, and other communication tools is essential
- Experience working with tech companies and subscription based providers is desirable

## Competencies & Characteristics

- Reliable and a team player
- Excellent time management and organizational skills
- Highly organized and responsive
- Strong communication skills (both written and verbal)
- High attention to detail
- Willingness to learn from others



Apply