



## **JOB OPPORTUNITY**

**DATE:** February 24, 2017  
**POSITION:** Sales Support Specialist  
**DEPARTMENT:** Sales

### **POSITION SUMMARY:**

Provides support of the sales function by facilitating payment and monitoring of departmental expenses, production of commission payments, account and sales force record maintenance and provide backup support for other departmental functions.

### **ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:**

- Prepare yearly renewals of rep group contracts. Produce monthly commission statements and ancillary documents.
- Review and proof monthly and quarterly reports from field sales personnel and consolidate into prescribed formats for management review.
- Produce Account Adjustment Forms for Field Sales Management and codify to conform to prescribed method for maintenance of records.
- Check for duplication and log all departmental expenditures on administration database.
- Allocation and distribution of monthly reports to management and field personnel via e-mail
- Maintain and produce all customer and salesman master file maintenance and distribute to all departments.
- Maintain Account Program Forms and post new files and revisions.
- Maintain sales related data and documents on corporate intranet and extranet. Manage all access to corporate extranet.
- Ad hoc reporting as required.

### **EDUCATION, EXPERIENCE & SKILLS REQUIREMENTS:**

Associates degree plus three to four years of related experience in a fast paced environment. Excellent mathematical ability and advanced knowledge of Excel, as well as strong proofreading skills. Working knowledge of Microsoft Access and PowerPoint required. Must have the ability to communicate effectively and tactfully. Highly organized and detail oriented. Must be able to multi-task and prioritize effectively.