



**The Business Support Specialist is responsible for processing orders, processing opportunities, and closely following respective procedures for both processes. Responsible for administrative support duties, which may include answering the telephone, directing calls to appropriate personnel, greeting the public as they enter the NebraskaLink office, answering questions.**

**Responsibilities**

- Responsible for processing orders for Sales department and make determination on how to proceed with orders
- Responsible for processing opportunities for Sales department including notification of appropriate contacts to determine pricing of structure, partner pricing, etc.
- Accountable for precise data entry of orders and opportunities, responsible for double checking work to ensure accuracy
- Notify interested parties that orders exist, send orders to Sales for further processing
- Assist with Requests for Proposals as assigned by supervisor
- Assist with Sales Support projects, including reporting and data entry
- Answers telephone calls and greet the public as they enter the building
- Performs other functions and duties as may be directed or assigned

**Preferred Talents**

- Organized
- Accurate and detail oriented
- Self-directed and takes initiative
- Effective communicator – written and verbal

**Requirements**

- Associates degree in Business or Accounting required. Experience in related area may replace educational requirements
- General financial/accounting understanding required
- Proficient in Salesforce and Microsoft Office Products (emphasis on Excel)

**Working Environment:**

Indoor work with limited exposure to outdoor elements

Lifting of up to 25 lbs. occasionally