



Sales Support Manager

OPTK Networks, is always looking for great people to join the team. This is because we believe that people are our greatest asset.

The role of Sales Support Manager is to coordinate the efforts of the sales advancement support team to develop pricing that will lead to new and/or retain existing revenue. This position will oversee the entire opportunity through order process which involves planning, communicating and overall coordination of staff, vendors, and management. It is also this positions responsibility to establish and maintain market intelligence that will allow us to maintain competitive rates in all markets.

Primary Duties/Outcomes:

- Oversee day-to-day Pricing & Quoting Processes
- Help develop and refine the systems/processes used to fulfill quote requests
- Help improve decision making through reporting, tools, price models and projections
- Acquire third party quotes from regional vendors
- Direct, supervise, and oversee support staff
- Facilitate complex bids that don't fall within normal parameters
- Play a key role in CRM software transition to Salesforce. Opportunity through order transition to Salesforce.
- Competitive Market Analysis

Preferred Skills & Abilities:

- Excellent communication skills, both written and verbal
 - Organized, responsible, and dependable
 - Strong prioritization and decision-making skills
 - Proficiency in Windows applications (Word, Excel, PowerPoint)
 - Experience in a management role is a plus
 - Telecommunications background preferred but not required
 - College degree preferred
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