



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

We have an immediate need for a **Business Support Specialist**. As a Business Support Specialist, you would be a part of the team that is responsible for processing orders, processing opportunities, closely following respective procedures for both processes and assisting with requests for proposals and sales support projects.

Primary Duties/Outcomes:

- 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
- Performs other functions and duties as may be directed or assigned

Preferred Skills & Abilities

- Accurate, detail oriented and organized
- Self-directed and takes initiative
- Effective communicator – written and verbal
- 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) a plus