



The Business Support Specialist is responsible for providing timely and accurate support for our Sales team. This is accomplished by Processing Orders, Obtaining pricing quotes from partners and Processing Opportunities. Our goal is to provide the best service for our partners, customers and teammates.

Responsibilities

- Responsible for processing orders for Sales department, ensuring accuracy and timely completion.
- Responsible for processing opportunities for Sales department including notifying appropriate contacts to determine pricing.
- Assist with Requests for Proposals as assigned by supervisor.
- Assist with Sales Support projects, including reporting and data entry.
- Attend daily and weekly meetings to provide updates on progress.
- Updating tracking and training documents as needed.
- Answer telephone calls and greet the public as they enter the building, as needed.
- Perform other functions and duties that may be directed or assigned.

Preferred Talents

- Organized and meets or exceeds deadlines.
- Can handle multiple requests at once.
- Accurate and detail oriented.
- Self-motivated and takes initiative.
- Experience with Salesforce or other CRM programs.
- Effective communicator – written and verbal.
- Handles change well, suggests improvements when necessary.

Requirements

- Associates degree in Business or related field is preferred but not required.
- Experience with Microsoft Office (Outlook, Excel, Word and OneNote).
- This is an onsite role.

Working Environment:

Office environment with very limited exposure to outside elements.

Utilize multiple computer screens to work efficiently.

Lifting of up to 25 lbs. occasionally.