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Job Description

Job Title: Sales Support Specialist		
Department: Sales	Reports To: Managing Partner (MP)	Hours: Min 45/wk or workload
Status: Non-Exempt		Class: Full Time Sales
Job Summary: Supports the account management team by delivering jobs and marketing items, to clients and prospects. Handles all account management responsibilities in the absence of the Account Manager. Some overtime may be required. Performs other duties as assigned.		

Essential Functions:

1. Assist in planning and implementing marketing strategies under the direction of the Account Manager.
2. Pick up and return projects from and to clients: Assess projects, fill out work orders, obtain client signatures, and call in the projects and requests time on deadlines.
3. Accurately maintains client names and activities in database or manual client support system by the end of the day.
4. Monitor the territory and accounts in the absence of the Account Manager.
5. Work and communicate well with leadership, peers and production staff.
6. Work in the production department as assigned or needed.
7. Ensures that all company standards and policies are followed.

Knowledge, Skills and Abilities:

1. Understand client orders and communicate verbally and in writing with clients, co-workers and leadership.
2. Personable, articulate, knowledgeable and professional in presenting self to clients and maintain a friendly customer service attitude while being persuasive with regard to project deadlines and limitations.
3. Work directly with Account Manager to maintain sales notebook and monitor accounts.
4. Demonstrates a high level of interpersonal skills, both with internal and external clients.

Education and Experience:

Must have a High School Diploma or equivalent. Some post secondary education and one year sales or marketing experience desired.

Requirements	0-24%	25-49%	50-74%	75-100%
Moves boxes that weigh up to 50 lbs.			70%	
Pull a fully loaded hand-cart between job-site and vehicle, then between vehicle and production area.		50%		
Drives a vehicle in and around inner City and rural streets.			60%	
Ability to read, write and communicate well.				85%
Able to operate and respond to calls on a cell phone or pager.			50%	
Remains physically mobile during regularly scheduled hours with some overtime as required.			50%	

Physical Dimensions

Moderate Work: Lifting, carrying, stooping, pushing and communicating.

Focus Solutions is an at-will, Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally-protected status.

Your signature below indicates that you have read, understood and accepted this description of your job.

Signature _____ Date _____

Printed Name: _____

NOTE: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified and may be changed, altered or adjusted at the sole discretion of the company.