

# Colombia Jobs Expertini®

**LatAm: Sales Support Specialist - 18522744170**

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Company: Support Shepherd

Location: Bogotá

Category: other-general

**Fully remote, Only for LATAM !!**

**Position:** Sales Support Specialist

**Salary Range** USD 1300- 1400 / month (based on experience)

**Location** Fully remote, Only for LATAM

**Working Hours:** CT

**Language:** Professional proficiency in English level C1 is required.

**Type of contract:** Independent Contractor Agreement.

At Shepherd, we're committed to connecting businesses with skilled and cost-effective talent from the Philippines and Latin America. We tailor our services to match our client's unique business needs, making global recruitment a breeze.

We are seeking a dynamic individual to join as a Sales Support Specialist. In this role, you will play a crucial part in supporting the sales team to effectively reach out to clients and achieve sales targets.

## **Responsibilities:**

Inbound and Outbound Leads: calling and emailing to validate (inbound) leads, gathering all specs/details to generate accurate quotes, creating and sending quotes, following up on leads, uncovering all associated key decision makers, assigning validated leads to each market sector, notifying about received or incoming purchase orders and documenting all aspects of the sales cycle in a CRM.

Sales Materials and Presentations: Presenting quotes to customers and assisting on the creation of various sales materials which include but are not limited to maintaining/updating slideshows, updating case studies, etc.

Supplier Management: Inquiring about lead times and pricing to generate/complete quotes. Updating sales team regarding supplier lead time and pricing changes as needed, assisting in providing the information required to include new components in the accounting system.

Supporting Customers and Sales Team Requests: developing a strong rapport with the customer and sales team with the ability to grasp product knowledge and relay product information to achieve a sale.

## **Requirements**

Bachelor's degree is preferred. Minimum Associate Degree or 3 years of equivalent work experience in sales and Marketing

Relevant experience in CRM systems, or other relevant tools if preferred

Excellent time management

Ability to communicate technical data in a clear and concise manner

Must exhibit excellent written and verbal skills

Technical background in electrical and/or mechanical products is a plus

2 or more years of customer service or inside sales experience in an industrial environment or equivalent education preferred

Excellent interpersonal skills, including the ability to build rapport with current and potential customers and suppliers

Critical attention to detail

Strong proficiency in the use of Microsoft Office suite as well as Adobe Acrobat

Aptitude for problem-solving and generating creative solutions

Ability to prioritize and manage time effectively to accomplish assignments and meet deadlines

Operate with a high degree of independence and autonomy

Follows policies and procedures

Supports the organization's goals and values

Displays understanding of how job relates to others; uses resources effectively.

Ability to interact effectively with senior management and leaders within and across all functions

### **Benefits**

Competitive compensation and bonus opportunities

Wide range of development opportunities

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