



achieveglobal®

Sales Support Supervisor

Tampa, FL

AchieveGlobal helps organizations execute business strategies by improving the performance of their people. Through implementation of its research-based learning solutions, AchieveGlobal empowers clients to successfully develop leaders, and acquire, grow, and retain profitable customers. As the industry leader, we currently serve over 400 of the Fortune 500.

Provide coaching, development and leadership for the regional support staff, direct administrative support for the Regional Vice President and Sales Directors, and holds general office management responsibilities. It provides the sales support team with guidance in setting priorities, organizing work and developing support and sales skills. It is charged to establish project priorities in conjunction with the account teams and provide performance management to support staff by establishing expectations and coaching in order to develop appropriate levels of skill and knowledge required. Please note, this position does not sell, manage sales professionals, or sales processes. It is not responsible for P&L or a quota. It provides frontline management for an administrative sales support staff.

Responsibilities:

- This position will be charged with leading, coaching and developing the regional sales support team.
- It will be responsible to prioritize & support the needs of the Sales Management team.
- This role will be responsible for account alignment and clarification activities, revenue changes within internal systems, updating regional and team 4-boxes, RFP oversights, etc.
- General office management responsibilities.
- Employee-related activities for the region.
- Development of sales focus for sales support representatives.
- Marketing initiatives and program support.

Qualifications:

- A minimum of 7 years business experience, preferably in a sales support position.
- A minimum of 3 years prior supervisory experience, particularly of those in sales support roles is required
- Those with exp. managing a geographically dispersed team will be given preference
- Demonstrated problem solving and decision making skills
- Proof of supervisory and team management skills
- Documented effective organizational skills
- Computer literate: Competency w/MS Office is req'd with a focus on Excel & PowerPoint
- Demonstrated database Management Programs with a focus on Salesforce
- Experience working with Internet research site (Hoovers, LinkedIn, Jigsaw, etc.)
- A high school diploma is required, although preference will be given for those with more advanced education
- Non-traditional work hours may be needed as well as long periods of computer activity
- Travel up to 25% of the time may be required as needed.

AchieveGlobal offers a Full Benefits package to successful applicants.

For a complete role description and consideration, visit our website at www.achieveglobal.com/careers to read a complete job description, apply online for this position, and attach your resume as an MS Word or PDF document. You may also fax the HR Generalist at (813) 975-9720. No phone calls please.

AchieveGlobal is an Equal Opportunity Employer striving for strength through diversity.