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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Sales Support Representative (Clerical, Account Support Representative) Non- Exempt**

**Reports to:** Customer Service Manager

**Job Summary:**

The Sales Support Representative assures that products are paid for when shipment is received and checked in. Also assures the invoice has the same pricing as the initial quote and that pricing matches that on purchase order. Assists in answering accounting questions for customers and vendors by email or phone and strives for error free invoicing. Provides overall clerical support for the organization. The sales support function is a critical element in keeping the company profitable.

**Job Functions:**

* The overall role of Sales Support Representative is to make sure all invoices reflect the quoted price and customers are billed at the appropriate amount.
* Sales Support Representative verifies all vendor pricing and customer pricing.
* Sales Support Representative also verifies all customer payment terms to assure they are in agreement with company policy and reflect any terms negotiated with the customer by the Sales Representative.
* The Sales Support Representative assists accounting when needed in both collections and payables.
* Works closely with the accounting department.
* Maintains close relationship with all sales department staff.

**Skills Needed:**

* Good oral and written communication skills for phone and email communications.
* Strong face-to-face communication skills for dealing with customers, suppliers and other employees.
* Must have strong organizational skills and a strong attention to detail.
* Math skills through algebra.
* Proficiency with Microsoft Office products, including Outlook, Word, and Excel.
* Proficient at utilizing laptop, PC, tablet and smart phone.

**Education/Experience Required:**

* Minimum of high school degree (GED is accepted).
* Some previous work experience is required.

**Other:**

* Reports to the Customer Service Manager
* Must work in office. This position is not able to work remotely.
* Able to sit in the office for eight hours a day.
* Hours are Monday – Friday – 40 hours /week – some flexibility with start (7:30 am – 9:00 am) and end time (4:30 pm - 6:00 pm ).

**EEO Statement:**

**PTDA Bearings & Power Transmission, Inc**. provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristics protected by federal, state or local laws.