

CRM & Sales Support Specialist

Job Description - CRM & Sales Support Specialist

As a Customer Relationship Management (CRM) and Sales Support Specialist, your role will be to manage our sales CRM management system, NetSuite, as well as provide comprehensive support to our sales team.

Primary responsibilities will include:

- Answer and route calls, enter opportunities and activities.
- Process orders, invoices, and RMA's.
- Maintain and update client database.
- Assist with marketing activities as needed.

Qualifications required:

- Minimum two year degree required, bachelors preferred.
- Minimum two years experience in related position required.
- Solid written and oral communication skills, positive attitude, detail orientation, intuitive thought process required.
- Knowledge of Microsoft Office products is required.
- Knowledge of NetSuite CRM not required, but preferred.

Annual Salary Range: \$28,000 - \$32,000 plus benefits.

Please submit a cover letter and resume to hr@redbeam.com for consideration.

