

We are looking for an experienced **Brand Consultant** to join our **Longwood, FL** branch team.

Match-Up Promotions a wholly owned subsidiary of Insurance Office of America (IOA). Founded in 1988 with the idea that professional client service provided by knowledgeable, caring, and passionate people makes for a winning combination, Insurance Office of America has grown into a family of companies anchored by one of the nation's largest privately held insurance brokerages. Whether working at our home office in suburban Orlando, Florida, one of our branch offices across the US and London, or with one of our subsidiary companies, the continued growth of our nearly 1,000 employees is a testament to our belief that great things start with great people!

At Match Up Promotions, we're driven by our mission and core values. We work hard, but we have fun too. Workplace ideals like leading by serving, work/family life balance, and giving back to our community aren't just clichés here – they're a part of who we are. We believe in helping people grow, develop and achieve their professional goals, so when you join the team you truly become a partner in our shared success.

Some Great Reasons to Work at Match Up Promotions...

- Competitive salaries and bonus earning potential
- Great benefits, including company paid health insurance
- Paid time off for holidays, vacations, and sick time
- 401K with employer match
- Participation in employee stock plan
- Opportunities for professional growth and career progression
- Company commitment to work/family life balance and community service
- Teammates who share your drive for excellence
- Knowing every day you are helping our clients protect their families and businesses

JOB SUMMARY:

The Brand Consultant is responsible for the tracking of jobs in the form of a sales order from the sales producers, from creating a purchase order through product delivery to the client. Individual will work with sales producers, vendors and clients to ensure all orders are received, placed and delivered accurately and on budget. This position supports the sales force and management team. It requires a high level of organization and follow through to keep all orders and workflow running smoothly.

- High volume of managing unexpected changes to orders, receiving sales orders and placing purchase orders, prioritizing orders and workflow mandates excellent time management skills and the intellect to make sound judgment.
- Brand Consultant must be able to handle multiple projects at the same time, have excellent communication and organizational skills and be a team player.
- Ability to interface with all levels of the organization and the ability to handle pressure and deadlines in a fast paced environment.

Essential Duties:

- Receiving orders from sales personnel
- Placing purchase orders
- Interaction with clients/vendors in regards to all orders (pricing, quantities, timelines, budgets, etc.)
- Coordinating approval of artwork between client and vendors
- Communication with sales department in regards to order status using cloud based management system
- Overseeing resolution of any vendor and/or client discrepancies

Education/Experience:

- Must be extremely organized, with proven track record of providing administrative organization to complex business units
- Professional demeanor and a pleasant telephone presence required
- Must be able to handle a fast paced environment and have excellent follow-up skills
- Ability to anticipate needs and take proactive steps to prepare for business unit needs
- Must be a motivated self-starter and extremely detail-oriented
- Excellent overall communication skills (written and oral) are important
- Must be able to multi-task under pressure
- Must be outgoing, creative and team oriented
- Proficiency with Outlook, Word, Excel, PowerPoint required
- Proficiency with a variety of industry specific software (ESP and Facilis)
- Proficiency with Adobe Illustrator preferred
- College degree preferred

For more information, please visit our websites
at www.ioausa.com and www.gomatchup.com.

IOA/Match Up Promotions is an Equal Opportunity Employer and is in compliance with Title VII of the Civil Rights Act of 1964 as amended, Age Discrimination in Employment Act of 1967, and the Rehabilitation Act of 1973, and employs without regard to sex, race, color, national origin, religion, age, handicap or status as a disabled or Vietnam era veteran.

IOA/Match Up Promotions is a drug free workplace.