

Entry Level Promotional Products Coordinator

BAYARD ADVERTISING - New York, NY

Well-respected and established advertising agency located in New York City has an immediate opening for a Marketing/Advertising Promotional Products Coordinator with 1 to 2 years corporate experience. We specialize in advertising, brand creation, and have developed a very successful promotional products division for which we are now seeking a full-time employee. This individual will work hands on with and support the Vice President of Promotions. We are looking for a bright energetic individual who understands the meaning of deadlines.

We require the following qualifications:

Must be extremely detail-oriented and possess good interpersonal skills

Have great communication and computer skills

Must know how to multitask multiple assignments at once

Have excellent social media skills

Must be a fast learner and be deadline driven

Knowledge of adobe, photo shop or Vector art a plus

Duties will include:

Supporting the Vice President, you will work hands on with clients and vendors to create, present and sell premiums to diverse markets throughout the country.

Interaction with management and be the overall support to the sales, marketing and design teams.

Responsible for the promotional division's social media (FB, twitter, etc) as well as email blasts

Salary will be commensurate with experience. Please email resume and salary requirements to:

Job Type: Full-time