

## **BRIDGE® Printing & Promotional Products, Inc.**

616 N. North Court – Suite 220  
Palatine, Illinois 60067

Send Resume to: [rstienstra@bridgeprinting.com](mailto:rstienstra@bridgeprinting.com)

### **Customer Service/Admin Support/Inventory Control**

Employment Type: **Full Time – 8:30am to 5:00pm** - ½ hour lunch.

Compensation: Commensurate with experience level. Paid: vacation time, sick days, personal days and holidays. Opportunity to participate in company health plan and Simple IRA participation.

Position is primarily in pre-sales and service of new and repeat orders, inventory management and releases of inventory. Primary sales areas are: Promotional Products - Commercial Printing – Business Printing. Great opportunity to be engaged in a professional work environment with family values and become a valuable member of the team.

### **Company Code of Ethics:**

"In all our professional relationships, we pledge ourselves to this rule of ethical conduct: We shall, to the best of our ability, treat each client, vendor and fellow worker just as we would want to be treated."

### **Primary Duties and Responsibilities:**

- Provide in-house support for outside Sales People
- Manage Inventory and enter orders for replenishment of customer owned inventory
- Manage order releases of customer owned inventory
- Perform Product Searches and Prepare Template Sales Presentations for Advertising Promotional Items
- "Light Design Work" for template copy
- Online "searching and shopping"
- Order communications with customers, outside factories and company sales people
- Order Entry - Proof Handling - Job process communication
- Maintain accurate files for in process quotes and jobs
- Monitor job status - Quote to Delivery

### **Qualifications/Experience**

- MUST have 2 years minimum experience in a Customer Service role or Inventory control**
- Excellent computer and data entry skills a must (Microsoft Office)
- Desirable experience with: E-Quantum, Sage Technologies, ASI ESP
- Desirable experience with: Corel Draw, Adobe Suite Programs
- Strong math aptitude
- Excellent written and oral communications skills
- Ability to work independently with minimal supervision along with the ability to multi-task
- Ability to think and solve problems
- Strong values and work ethic
- A positive attitude and a professional demeanor
- Steady work history (Present or from the past if re-entering the work environment)