

PROMOTIONAL PRODUCTS DIVISION

A fast paced advertising agency with promotional products division is seeking an experienced Sales support Manager. The candidate must be able to follow through with client orders, offer good customer service as well as promptly respond to customer inquiries. The ability to independently solve problems is a must. This individual will work hands on with and support the Vice President of Promotions. We are looking for a bright energetic individual who can not only multi-task but understands the meaning of deadlines.

Responsibilities:

- Enter and process client orders.
- Act as a liaison between the clients and vendors.
- Conduct internet research.
- Negotiate with suppliers.
- Consult with clients on orders, make product recommendations, and assist with upcoming projects.
- Create PowerPoint Presentations.
- Handle Quality Assurance issues that may arise with orders.
- Work closely with Creative Services and Accounting on client orders.

Skills Required:

- Excellent communication skills.
- Keen attention to detail.
- Ability to offer creative recommendations to our clients.
- Strong project management skills.
- Flexibility in a context of rapidly changing priorities.
- Ability to manage multiple responsibilities simultaneously and independently.
- Proven ability to work in a fast-paced environment.
- Have excellent social media skills

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

Job Type: Full-time