

Geiger, the largest privately owned Promotional Product Distributor in the U.S., is looking for a Customer Service Specialist to join our Service Now support team. Working closely with your assigned Sales Partners, as well as Regional Sales Management, you will quickly become an integral part of the sales support team dedicated to providing unique, fun and new, as well as time tested custom imprinted promotional items designed to support marketing campaigns.

Duties and Responsibilities:

- Contact with suppliers for information (pricing, production dates, stock quantities, etc.)
- Promotional product items recommendations
- Follow up for all order activities
- Order self-promotion aids and spec samples
- Product Research
- Artwork Submission to Factory and proof follow up
- Educate sales partners on matters regarding products and service

Qualifications:

- - Positive team player
 - Ability to multi-task and to be flexible
 - Strong customer service experience
 - Excellent verbal and written communication skills and is proficiency in MS Office
 - High School Diploma required, college exposure or degree a plus
 - PROMOTIONAL PRODUCT EXPERIENCE A NECESSITY

Full Time Regular

M - F

Regular (WEST COAST) Business Hours

Seeking candidates to service the West Coast

Geiger is an Equal Opportunity / Affirmative Action Employer

