

Job Title: Promotional Product Coordinator

Job Location: Flowery Branch GA

Responsibilities

Sourcing of promotional products

Familiarity with ESP or Sage Must

Procurement of product/pricing of product

Sample ordering and tracking

Overseeing successful delivery of products

Data entry/ order fulfillment

Coordinate Art & proofing processes

Requirements:

- 2 or more years of promotional product customer service or sales or sales support experience,
- Effective written and oral communication skills
- Strong organizational and problem solving ability
- Strong computer skills
- Ability to meet deadlines, and work independently
- Promotional Products Industry experience a must

Full Time

Benefits provided