



Job Title: Promotional Products Coordinator

Company Name: Pinnacle Branding

PPAI Membership Number: 612960

Job Location: Anywhere!!

Contact: Please email your resume to Kim Pulliam at kim@pinnaclebranding.com

Pinnacle Branding is seeking an experienced, detail oriented and motivated individual who can be an intricate part of our growing company. The Promotional Products Coordinator will be responsible for working directly with the CEO to research, source and order custom promotional products and decorated apparel items to help our clients promote their brand. In addition, the individual will be responsible for monitoring the workflow of various projects, creating estimates, presentations and PO's, dealing directly with clients, prospects and suppliers. This is a work anywhere in the world with an excellent Wi-Fi connection position!

The applicant must have:

- Excellent communication, writing, project & time management skills with proven attention to detail;
- Experience with Microsoft Office or equivalent, including word processing, spreadsheets & e-mail;
- Knowledge of marketing and advertising techniques and methodologies;
- Knowledge of decorating processes including silk-screening, embroidery, embossing, engraving, etc.
- Knowledge of printing processes including spot color & 4-color process printing;
- Experience with ASI or Sage Search Engines (ESP or SAGE ONLINE)
- Working familiarity with product fulfillment processes