



Brand Merchandise Coordinator

DESCRIPTION

Who We Are

Advoc8 is a brand experience and advertising agency that drives brand and campaign initiatives through advertising, events and experiences, and brand merchandise. We are a team of agency veterans, startup nerds, former political operatives, and Craigslist enthusiasts. Our people are trusted by the biggest brands in the world to turn their message into an experience. We have worked with tech giants, major non-profits, and top national media companies.

Based in Washington DC's Union Market, our office is full of snacks, laughs, and tons of coffee. Kirby the dog is our most well-known team member, and we wouldn't have it any other way.

Our Brand Merchandise Team

We know that typically, ordering branded merchandise or signage can be a painful process full of websites from 1999, sales people excusing delayed or lost shipments, and colors that didn't turn out quite right. In a \$22 billion industry, the creative thinking, customer service, industry knowledge, and supplier relationships are few and far in between.

That's where we come in. Branded merchandise says a lot about the company it represents, and its quality and creativity should never waver. We think differently about the entire process and our approach to our clients, suppliers, and our team. From turning the supply chain upside-down to infusing technology at every stage, we constantly question the norms to create exceptional experiences for our clients.

REQUIREMENTS

What's the Job?

You will contribute to the growth of our product team by handling projects big and small for our awesome clients. From completing t-shirt orders of 500 to managing the graphics printing process for a live televised event, you will own the process and see your work advocate for our client's brands.

As a Brand Merchandise Coordinator in the promotional products or graphics industry, you understand the importance speed, accuracy, and follow-up have on the quality of the end



product and are willing to learn what it takes to support the rest of the quickly growing team. Our team is about improving the process and doing the impossible. We don't say no -- we find a way to yes, and you should too. Be ready to be innovative, creative, and get the job done.

Day-to-day, you'll manage and execute the process from start to finish. This includes working directly with clients on processing initial inquiries, sourcing options, creating presentations, developing and setting pricing, and ensuring accurate delivery of our products across the world. You'll work with our network of supplier partners on price quotes, order tracking, and everything in between to fulfill successful projects. We are looking for someone who can see the order process all the way through, while being creative and building a relationship with clients from proposal to billing. Again: we don't just hawk t-shirts and hats --we want someone thinking about what products could be the next trend for our brands.

Our perfect candidate...

- Is a hard worker with 1-4 years experience in the industries of brand merchandise, promotional products, signage or other related fields
- Is equal parts project manager, creative mastermind, and relationship-builder
- Really sweats the details and is dedicated to accuracy
- Stays up on industry trends and current retail trends
- Is a lover of making killer presentation decks infused with creativity to sell big ideas -- not just products and pricing
- Is proficient in math and understands margins, profit, and sales
- Is a rockstar under pressure with an ability to multi-task and deliver under tight deadlines in a fast-paced environment
- Is a terrific communicator who can clearly articulate his/her ideas and the ideas of others.
- Is technically savvy; knows his/her way around computer and the cloud.
- Has experience using SAGE Online, ESP or other supplier search applications (preferred)
- Knows the basics of the Illustrator or Photoshop to create mock-ups and make minor changes to keep the wheels of a project turning
- Is a solid team player who is willing to roll up their sleeves to solve any challenge
- Is independent and knows how to handle lots of responsibility without hand-holding
- Loves logistics (like UPS).
- Is a problem solver who sees a problem before it's a problem, and fixes it
- Has excellent critical thinking skills

BENEFITS

Benefits



- Collaborative and creative work environment.
- Competitive base salaries with team-based bonuses
- 100% coverage of health, dental, vision, disability and life insurance for all employees
- Commuter benefits
- Free food. Stocked fridge, tons of coffee, weekly team lunches and dogs
- Unlimited vacation policy with approval