

Company: **Darling Promo**

Account Manager/Sales Support

Job Location: Austin, Texas or surrounding areas (work from home)

Job Description

Darling Promo is a fast-growing promotional products company in Austin, TX. We are seeking an experienced inside sales support person whose main duties will include support of our top sales person and her accounts.

Job Duties

- Provide support of top accounts. Many of these accounts are apparel/screen-print focused.
- Process orders in a fast-paced environment with tight deadlines while maintain a keen attention to detail.
- Develop new product proposals for clients
- Manage orders placed from start to finish

Desired Qualifications

- Promotional products or screen printing/embroidery sales or support experience preferred**
- Strategic thinker with the ability to solve problems without direction
- Ability to handle a fast-paced environment and meet demanding deadlines
- Courteous and prompt customer service skills
- Computer skills and knowledge of Microsoft Office, Google Drive, Quickbooks
- Graphic arts skills would be a plus and draw additional compensation**

Compensation/Perks

Base Compensation range starting at 40,000 + based on experience

Paid time off, holiday pay, and performance bonuses

Health insurance available. Employer contributes ½ of the monthly employee premium

Work from home

Please submit resumes to jancy@darlingpromo.com