

Job Title: Promotional Products Associate

Description: SmithBucklin, a 100 percent employee-owned association management company, is looking for a **Promotional Products Associate** to join our Promo team in our **Chicago** office. The **Promotional Products Associate** is responsible for providing operational support to the SmithBucklin ASI distributorship for promotional products and apparel ("Promo").

Do you excel in a deadline-focused, fast-paced environment with multiple, varied projects? Are you interested in working on strategic and creative projects for a multitude of clients in a purpose-led company?

What You Will Do:

- Assist in customer service to clients, generating proposals, order fulfillment and order tracking
- Nurture supplier relationships, including executing payments, issue resolution, and maintaining overall supplier satisfaction
- Coordinate Promo Unit marketing efforts, including email campaigns, collateral, events, regular communications, etc.
- Communicate directly with vendors to obtain invoices for weekly submission and month end billing
- Coordinate product delivery process by obtaining tracking information with vendors and communicating to sales team and/or clients.
- Update sales order database with product order information
- Assist with product sourcing and proposal
- Assist with other projects as necessary

This Role Might Be for You If...

- You have a passion for stewardship of company brands and missions
- You enjoy actively cultivating strong relationships with clients, external vendors and internal staff teams
- You have superior customer services and organizational skills with a dedication to completing projects in a timely manner
- Self-starter with strong communication, interpersonal and organizational skills, and is highly detail-oriented
- Experience with managing multiple projects and have the ability to work in a fast-paced environment
- Strong sense of urgency and problem solving skills
- Strong interpersonal skills and customer service orientation
- Proficient in Microsoft Office Suite (Word, Excel and PowerPoint)

Basic Qualifications

- Bachelor's degree is required
- Ability to multi-task and adhere to tight deadlines
- Proficiency ins MS office with proficiency in Microsoft Word, PowerPoint and Excel
- Detail oriented and comfortable working in a fast-paced environment
- Strong written and verbal communication skills

Preferred Qualifications

- Experience with Salesforce, Photoshop and familiarity with InDesign a plus

Where Do You Fit?

Whether you are just beginning your career or are a mid- or senior-level professional, working at SmithBucklin will offer you countless opportunities to develop transferable skills, acquire meaningful knowledge and gain rich experiences at an accelerated pace. By working collaboratively with smart, ambitious, multi-talented, genuine and hardworking colleagues, you will build meaningful, deep and enduring relationships that will serve you well throughout your career, regardless of your chosen path. In addition, as a 100 percent employee-owned company, SmithBucklin offers all of our people – regardless of position or compensation – an equal chance to experience the fulfillment and reap the benefits of ownership. As owners, our employees control the destiny of SmithBucklin and are unified in the goal of building a great, enduring company.

Equal Employment Opportunity

At SmithBucklin, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status or any other protected status designated by federal, state or local law. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of a reference and background investigation based on position.