

Position:

Sales Apprentice/Assistant

- Part-time, 30-hours per week
- Supporting existing salesperson in Dallas
- Learning promotional product sales
- Growing personal sales in the region
- Prospecting dormant accounts

Spectrum Promotional Products overview:

Spectrum is a promotional product distributor that needs additional help to support its existing sales office in Dallas and continue growing sales in the region. We are a 21-year-old promotional products company headquartered in Wichita, Kansas but have sales representatives in the Kansas City and Dallas markets. We are fortunate to have a very smart, experienced, and creative team. The people of our company have more than 300 years of combined promotional experience. We have exceptional relationships with a wide assortment of clients from advertising agencies to theme parks. Together we develop products and apparel to meet their promotional or retail needs.

Spectrum develops customized products to complement our clients' brands. We solve complex problems to help our clients prosper. In addition to promotional items and apparel, we setup and manage web stores, create special order solutions.

Position Responsibilities:

- Assist in researching products and vendors.
- Write orders using ASI Profitmaker.
- Assist in checking stock and pricing products for projects.
- Organize workflow to keep track of projects and assist in a timely manner
- Work with teammates and suppliers to follow-up on orders.
- Communicate effectively to resolve production questions and gain approvals for orders.

Helpful Skills & Experience:

- Organizational ability
- ASI Profitmaker: Order entry software
- Microsoft Outlook
- Microsoft Excel or Google Sheets
- Sage Online: Promotional search software

Compensation:

- Competitive compensation provided based on applicant experience.
- Healthcare coverage, including medical, dental, and vision. The company covers a percentage of the costs.

