



Promotional Product Customer Service Specialist

Full Time Position

Flowery Branch GA – Will consider remote

Salary – Negotiable based on experience

The Customer Service Specialist will provide support to sales reps, customers & vendors.

Responsibilities

Process, enter & Follow-up on orders with vendors and customers

Support sales reps

Price, quote & source items for customers

Monitor order reports

Help to manage client inventories

Support AP & AR

Phone & Email support

Sage presentations

Requirements

1 year promotional products/apparel experience MUST

Customer Service Experience

Must be able to work in a fast paced, deadline driven environment

Proficient with Computer Software programs, writing, & typing (quantum a plus)

Remarkable organization skills

Competent in Multitasking

Great attention to details

Remain positive while performing under stress

Able to adapt to constant change