

WE'RE HIRING!

Branded Merchandise Project Manager

Meridian is currently seeking driven and creative individuals with promotional product experience to join our team as a Branded Merchandise Project Manager, supporting our dynamic Sales Team. This role is responsible for all aspects of production, purchasing, and execution of promotional product categories. The Project Manager will research, quote, place orders, and manage multiple projects and e-commerce stores simultaneously. This role is for our Corporate Headquarters located in Loves Park, IL.

Daily communication with suppliers and internal team members are key to success in this role. The ideal candidate will have a positive, friendly attitude, is tech savvy, and has the ability to work in a fast-paced team driven environment to deliver a positive and successful experience to our customers.

Job Type: Full-time

Job Duties:

- Working with the client's marketing and purchasing teams to gather project requirements, performing both procurement and project management of each assigned campaign, project, or e-commerce store
- Manage client's jobs on-budget, on-time, and with the highest level of service and quality
- Source and quote all assigned promotional projects
- Build relationships with client's internal stakeholders and other Meridian employees to successfully execute projects or programs
- Proactively present product solutions and tasks simultaneously
- Manage multiple projects and tasks simultaneously
- Recommend creative and on-trend promotional products and solutions to clients
- Exceed client expectations and provide superior customer service

Job Requirements for Consideration:

- Ideally 3+ years familiarity with the promotional products industry in an agency, client, vendor or other related environment or role
- Bachelor's degree preferred, but not required
- Local candidates highly preferred
- Highly proficient with Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) with general knowledge of computers
- Entrepreneurial minded with an internal drive to continuously hit goals and succeed
- Experience excelling within a fast-paced, high-energy environment

Skills:

- Sense of urgency is a must
- Attention to detail and proactive thinking
- Ability to work independently with limited supervision; self-motivated and detail oriented
- Has excellent interpersonal skills with strong customer service skills (ability to have sound judgement when dealing with different situations)
- Excellent organizational skills,
- Ability to initiate, plan, prioritize and execute multiple projects successfully
- Ability to work effectively under pressure with flexibility and adaptability to change
- Excellent communication skills with people at all levels inside and outside of the organization via phone, in-person, written, and email
- Willingness to learn new software (Slack, Basecamp, Zoho, etc.)
- Extensive software knowledge – Microsoft Office Suite (Outlook, Excel, PowerPoint, etc.)
- ASI or SAGE industry specific ESP software knowledge
- Ability to develop and retain new customers
- Provide and create product selection and branding campaigns
- Knowledge of Graphic Design, Prepress, and digital file formats
- Experience writing quotes and proposals
- Great customer service skills
- Ability to research, learn, and market new products
- Ability to understand our estimating and quoting process
- Product training
- Inside sales training

Compensation & Benefits:

- Compensation is based on industry knowledge and experience, proven skills with references
- Competitive Compensation Package (Salary and/or Hourly pay)
- Paid vacation
- Full medical: health, dental, and vision benefits
- 401(k) retirement plan

Meridian offers its team members the opportunity to serve many of the world's leading companies to meet their most critical needs. We were pleased to rank #9 for *Promo Magazines* Fastest Growing Companies in 2019.

Join our winning team and fun company culture! Interested candidates should email HR@meridian-direct.com with their resume. Please include Branded Merchandise Project Manager in the subject line.

