

COMPANY NAME: CLIK CLAK

PPAI#: 217084

LOCATION: NORWALK, CT

FULL TIME

Send resume to: donna@clikclak.com

Customer Service Rep.

Job description

Fast paced promotional and retail product manufacturer is looking for someone to join our growing team! Work on exciting brands such as Sephora, L'Oreal, Unilever, Marc Jacobs, gaming brands and more.

Duties include:

- Answer phones/e-mails and assist clients with product/project requests
- Review and enter orders
- Work as a liaison between client and production and art teams
- Follow up with customer quotes and sample requests
- Get approval on art proofs and ensure all orders ship on time
- Update industry data bases with current/accurate product information
- Help create and execute monthly e-mail blasts
- Create client-specific flyers for special promotions
- Create case studies
- Update website as needed
- Send out monthly product updates and case studies
- Update Company's Look Book as new projects/products are completed
- Inform customers of new products/specials
- Other related administrative duties as needed

Skills required:

- Strong communication skills (in person, via phone and e-mail)
- Creative
- Strong computer skills and a quick learner
- Reliable and organized
- Self-starter, with a desire to help clients
- Background in Promotional Industry a plus
- Background in QuickBooks (not required, but a plus)

Job Type: Full-time

Pay: commensurate with experience