

- Job title and description - Assistant Program Manager
- PPAI membership number
- Job location: Remote – Eastern/Central Time

Apply for Assistant Program Manager using the link below:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5e084852-b8bf-47a9-816d-705268ccdb43&cclid=95879571\\_5287&jobId=387937&lang=en\\_US&source=CC4](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5e084852-b8bf-47a9-816d-705268ccdb43&cclid=95879571_5287&jobId=387937&lang=en_US&source=CC4)

Geiger, the largest privately held promotional products distributor in the US, located just 30 - 40 minutes outside the Portland area in Lewiston, is seeking an individual to assist and support Program Managers by running reports, pricing programs, procuring spec samples, researching products, and preparing product selection presentations. Will provide coverage as needed and complete specialized projects in a timely manner to meet the production schedule. Perform other related duties as assigned.

Work requires 2 years of related experience in customer service, relationship management, and/or account management. Advanced Excel skills required.

Duties require knowledge and proficiency in math, writing, public speaking, and the use of computers equivalent to 4 years of college and specialized product and industry knowledge.

#### Benefits

- Full benefits package
- Onsite Wellness Center and fitness classes
- Education reimbursement
- Profit sharing
- 401k (with a match!)
- Bonuses for industry certification
- Newly renovated, L.E.E.D. certified, state-of-the-art office building

Full Time: Regular hours are M-F, 40 hours

Geiger is an Equal Opportunity / Affirmative Action Employer