

## Enterprise Accounts Order Coordinator

The Enterprise team is growing and we're looking for a designated Order Coordinator that would also perform hybrid inside sales functions. This person would report to the Director of Enterprise Accounts and work closely with two of our top Enterprise Account Management teams.

### Essential Functions

- Perform all Support/Sales Order Coordinator functions for assigned account team
- Perform Inside Sales support functions for second assigned account team
- Assess client needs and identify products and solutions
- Work with Account Managers to gather project details
- Work with vendors with virtual, specs
- Assist in developing quotes and proposals for team
- Effectively collaborate with Account Managers and suppliers on a regular basis to ensure smooth order coordination and fulfillment
  - Review orders, verify details, facilitate order proofing, track statuses, and ensure orders are shipped and arrive as scheduled
- Effectively collaborate with immediate team members, supervisor, and other departments on a regular basis to answer general questions, resolve issues, and ensure accurate client billing
- Properly document all supplier fulfillment discrepancies
- Provide and manage ongoing reports
- Build Idea Books and Projects for clients using Boundless proprietary software, requesting or creating virtual renderings of products for inclusion in presentations
- Provide effective administrative support as needed

### Job Specifications

- Bachelor's Degree plus promo industry or sales order coordinating experience
- Quick learner, with strong organizational and time management skills, as well as attention to detail
- A proven problem-solver and skilled negotiator
- Strong customer service skills and adaptability to different personality types
- Excellent communication and listening skills
- Strong computer skills and knowledge of Microsoft Office programs (incl. Outlook, Word, Excel and PowerPoint).
- Ability to work in a fast-paced constantly changing environment and meet tight deadlines
- Knowledge of Adobe products a plus
- Knowledge of Boundless proprietary software, Portal, a plus

### Other Specifications

- Position can report to Austin office or be fully remote

### Benefits & Perks

- Medical, dental and vision insurance
- Paid vacation, sick, and personal time
- 401(k) with matching
- Discounted gym membership
- Community involvement and volunteering opportunities
- An abundance of cool SWAG

### **About Boundless**

Boundless is the first promotional marketing company to bring together the people, the process, and a unique technology platform to drive results with visibility and control. We unlock the creativity and collaboration in organizations, sparking lasting connections with the people they care about. The company works with over 10,000 buyers representing upwards of 3,000 companies. Headquartered in Austin, Texas, Boundless has locations throughout North America. For more information, visit [www.boundlessnetwork.com](http://www.boundlessnetwork.com).

At Boundless we welcome all applicants regardless of gender identity or expression, sexual orientation, race, religion, age, national origin, citizenship, pregnancy status, veteran status, or any other differences.