

Tropico Imports LTD has been proudly serving the promotional products industry since 1985, supplying local and National distributors with custom, top quality products. Promotional products, also known as ad specialties, make up an \$18.5 billion dollar industry and are used by virtually every business in America. We pride ourselves in great customer service and are looking for the right individual to join our team! The ideal candidate will need to have excellent customer service skills, knowledge of digital marketing and an independent self-starter.

Responsibilities will include:

- . Customer Service on a multi-line phone system
- . Understanding of all products and pricing offered in our line.
- . Minimal artwork services
- . Accounts Payable
- . Liaison between vendors and customers
- . Opportunity for travel

Qualifications:

- . Creative Thinking!
- . Ability to interact, communicate and present ideas.
- . Must be familiar with Microsoft Word and Excel, Quickbooks a plus
- . Must be comfortable talking to customers on the phone
- . Willing to learn new skills and adapt to different situations
- . Professionalism regarding time, costs and deadlines.