



Description

HALO is looking for a Marketing and Sales Account Associate to join our high-growth company. We are the global leader in branded promotional merchandise (aka swag), uniform programs, and recognition and incentive solutions. We combine unparalleled creativity, targeted strategic insights, the diversity of our talent, and flawless execution to unleash the energy and spark the magic that create unforgettable moments, energizing and amplifying brands to capture—and hold—the attention of the people who matter most to our clients' success.

HALO stays committed to the best parts of an agile, casual, and entrepreneurial culture that inspires our team members to come up with new ideas and work collaboratively, wherever they are. In this role you will provide administrative support to HALO Sales leaders. You are joining an energetic, fast-paced team that connects HALO clients with our innovative solutions.

Requirements

- Developing knowledge of the promotional products industry.
- Project management: Coordinating and executing multiple projects with varying clients, timelines, priorities, costs, and logistical complexities
- Educating and guiding clients regarding the company's order and approval processes, quality standards and production timelines
- Producing presentations using innovative product ideas to support the client's branding approach and marketing goal
- Acquiring a foundational knowledge of various manufacturing, production and decoration methods
- Take the lead on communicating project changes, order timelines and status updates to internal and external stakeholders, ensuring on-time and on-budget delivery while successfully managing and meeting client expectations
- Collaborating with internal teams, including Creative, Import and Compliance, to bolster company and project value to clients
- Building strong business relationships with clients, internal resources and vendors
- Acquiring a solid understanding of vendor pricing and project margin requirements

Sound like you? To apply you will need:

- Bachelor's degree (BA) in marketing, communications, business or related field
- One to two years' experience in a corporate marketing, related agency or project management role preferred
- Excellent oral, written and interpersonal communication skills
- Detail oriented, exceptional organizational skills and the ability to deliver under deadlines with a high level of accuracy
- Strong work ethic that supports working independently, under minimal supervision as well as the ability to work effectively in a collaborative team environment with a dynamic range of people
- Ability to handle sensitive situations with tact and well-reasoned judgment
- Proven ability to provide outstanding client service
- Curious, flexible and a positive "can do" attitude
- Experience using Microsoft applications (Word, Excel, Outlook and PowerPoint)
- Experience with ERP systems a plus



More about HALO

HALO is the global leader in branded merchandise, uniform programs, and recognition and incentive solutions. We partner with our clients to break through the clutter of our media saturated world and connect their brands to customers, employees and other audiences critical to their success.

With more than 1,800 employees in 42 global offices, we offer the industry's most comprehensive range of capabilities, including creative services, technology solutions and logistics and global sourcing. Our clients include over 100 of the Fortune 500 as well as thousands of mid and small-size organizations seeking to make a big impact with their brands. As a team member you can expect a positive culture of ingenuity, inclusion, and relentless determination.

HALO is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We insist on an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. Inclusion is a core value at HALO and we seek to recruit, develop and retain the most talented people.