



PO Box 797
Kure Beach, NC 28449
Tel: +1 (919) 234-0814
pinnaclebranding.com

Job Title: Assistant Account Manager

Company Name: Pinnacle Branding

PPAI Membership Number: 612960

Job Location: Anywhere!!

Pay Range: \$28,000 - \$40,000 salary

Benefits: Profit Sharing, 401K matching program, **Quarterly & Year End Bonuses**

Contact: Please email your resume to Shaylah Paul at

Shaylah@pinnaclebranding.com

Pinnacle Branding is a large promotional product agency with a global distribution warehouse. We are seeking an energetic, hard working, detail oriented, driven individual with amazing communication skills. This person will be an integral part of growing and maintaining well established key accounts by supporting their Account Manager. Many of Pinnacle Branding's clients are in the tech industry and looking for creative ideas to get their brands and projects recognized. The Assistant Account Manager will be responsible for assisting the Account Manager in researching, sourcing and quoting custom promotional products and decorated apparel items.

We are looking for an applicant to have:

- Excellent communication, writing, project & time management skills with proven attention to detail
- Experience with Microsoft Office or equivalent, including word processing, spreadsheets & e-mail
- Knowledge of marketing and advertising techniques and methodologies is a plus but not necessary
- Knowledge of decorating processes including silk-screening, embroidery, embossing, engraving, etc. is a plus but not necessary
- Knowledge of printing processes including spot color & 4-color process printing is a plus but not necessary
- Experience with ASI or Sage Search Engines (ESP or SAGE ONLINE) is a plus but not necessary
- Attended a PPAI and/or ASI show in the past is a plus but not necessary