

Office & Sales Assistant

The N.G. Slater Corporation is a leading NYC distributor of branded promotional products & apparel. Conveniently located in Midtown, N.G. Slater has earned an excellent reputation with over 80 years of experience in the promotional products and printing industry. We are seeking an assistant who can help our team with administrative and operational duties.

Below are the desired qualifications, however we are willing to train the right person.

- Previous experience working in the promotional production industry or apparel manufacturing (screen print / embroidery, etc.)
- Project management
- Excellent organizational skills & detail orientated
- Comfortable communicating with clients via inbound/outbound calls & emails
- Demonstrate the ability to multitask under pressure in a fast-paced, team environment
- Knowledge of QuickBooks, ESP Online & Sage Online a plus

Responsibilities:

- Data Entry: Entering Customer Orders & Purchase Orders
- Following up with vendors (ex: confirm receipt of order & shipping date)
- Basic Bookkeeping (entering supplier invoices, credit card & check payments)
- Filing
- Sending out mail / distributing incoming mail & incoming packages from UPS, FedEx, DHL or Messenger Service
- General office help in all areas

Open availability Monday – Friday either part time or full time.

Compensation & benefits will be determined by experience & skills. To apply please email your resume to ataylor@ngslater.com