

# SpecWorks. Inc

We are seeking an ambitious, energetic individual to join our team, in the ever changing, fun world of Promotional Products! SpecWorks, Inc's. All SpecWorks' associates are responsible for providing top quality service! You will have the opportunity to work on creative for major brands and will learn the true creative side of promo!

Requires strong customer service skills. Exposure to sales/customer service environment needed. Must have strong verbal and written communication skills. Requires the ability to work well independently as part of a team dedicated to providing the highest level of customer service. Must have strong computer skills.

## **Position Title: Promotional Products Specialist**

### **Job Description Summary:**

SpecWorks is seeking an experienced, detail oriented and motivated individual who can be an intricate part of our internal marketing department. The Promotional Products Specialist will be responsible for working directly with our internal team of marketing professionals to research, source and order custom promotional products, print collateral and decorated apparel items to help our clients promote their brand. In addition, the individual will be responsible for monitoring the workflow of various projects, creating estimates, presentations and PO's, dealing directly with suppliers as well as developing custom promotional campaigns for clients.

Responsibilities include but are not limited to:

- Working closely with Senior Account Managers to select appropriate promotional products and/or marketing items
- Working with multiple suppliers to source products and negotiate pricing to prepare presentations and write orders
- Coming up with creative ideas, campaigns, products and suggestions to present to clients and/or prospects
- Create and maintain strong relationships with suppliers by following up on a regular basis
- Process incoming orders which include: placing orders with suppliers, communicating project details with the team, ensuring timely product delivery and issuing P.O.'s via internal management system
- Follow-up on orders, receive feedback, suggest improvements to create a better customer experience
- Remain current on industry trends, products and education
- Manage and correct any problems with projects and orders in a timely and professional manner • Perform other duties as assigned such as attending trade shows or educational seminars.

Compensation is commensurate with experience. We are excited to train the right candidates. Please send resume, references, and salary requirements to [HR@SPECWORKS.COM](mailto:HR@SPECWORKS.COM)