

Company: Pinnacle Branding

Position: Assistant Sales Manager

Job Location: Anywhere!!

Pay Range: \$45,000 - \$55,000: Commensurate with experience

Benefits: Health Insurance, Disability and Life Insurance, Profit Sharing, 401K matching program,

Quarterly Bonuses

Contact: Please email your resume to Shaylah Paul at Shaylah@pinnaclebranding.com

Pinnacle Branding is a large promotional product and branding agency with a global distribution and fulfillment center. Our white-glove approach and unparalleled customer service has earned us lasting relationships with our clients (we have no "customers" here), with the majority of our new business developing via referrals and organic growth within organizations. We strive to offer product and solutions that are exciting, innovative, trend-savvy, useful, beautiful, high quality, and memorable. We understand that we are an extension of our clients' brand: we think outside of the box to maximize every opportunity with creativity and customization while still amplifying the purpose of the project and adhering to brand standards. We truly love what we do. Our commitment to excellence, our positivity, and our passion for this industry is infused in all interaction with clients, suppliers, and coworkers. Our goal is to build a team of talented, passionate people who desire to be part of a growing organization that holds each member to high standards while also recognizing individual skillsets, offering multiple paths for advancement over time.

The Assistant Sales Manager is responsible for managing the daily operations and performance of the Sales Team. The ASM will work closely with the Director of Sales and executive management to track the sales team's performance, achieve quarterly targets, and maintain/improve the health of client accounts. This position has an established growth path towards Sales Manager, the timeline of which will be determined by performance.

The responsibilities of the Assistant Account Manager include, but are not limited to:

- Oversee daily operations of sales team (Account Managers, Assistant Account Managers, Coordinators, and CSRs)
 - Review jobs in production on a weekly basis to ensure all aspects of jobs adhere to best practice
 - Ensure adherence to margin requirements
 - Monitor critical/high-stakes projects
 - Resolve escalated order issues with suppliers
 - Advise and assist sales team with best practices on all projects as needed
 - Assist with training new Sales Team members and review their work during the probationary period
- Supplier Relations
 - Own expert knowledge of vendor offerings and new product, able to collaborate with sales team on key opportunities
 - Coordinate regularly scheduled supplier meetings with sales team
 - Keep vendor pricing and contact information up to date
- Client Relations
 - Process orders for small house accounts as needed
 - Maintain accurate client records

- Support Account Managers with assistance on large projects and coverage during PTO
- Executive Support
 - Compile sales and contact activity reports for review with senior management
 - Work with senior management to identify the need for Performance Improvement Plans with sales team in accordance with procedure and best practice

The ideal candidate will (at minimum):

- Have excellent communication, writing, project & time management skills with proven attention to detail
- Have experience managing a team and possess a tactful, diplomatic approach to problem-solving
- Possess knowledge of marketing and advertising techniques and methodologies
- Have working experience with sales techniques
- Have working experience with industry printing processes on hard goods and apparel
- Be proficient to expert at industry search engines
- Have working experience with Adobe products
- Have attended a national PPAI or ASI show
- Always go the extra mile to ensure the team is supported on projects
- Never take the easy route or cut corners
- Approach internal and external communication as a Pinnacle Branding ambassador, acting with respect, expediency, excitement, honesty, and initiative
- Identify opportunities for systems improvement and bring creative solutions to fruition