



We Make It
Happen

Order Processing Coordinator – remote

About us:

Pride Products has been helping companies promote their brand through promotional products for over 25 years. We are seeking an **Order Processing Coordinator** to join our team. If you like to work hard, work fast, be relentless in figuring things out, and get excited about succeeding, then we would like to meet you.

Role:

The **Order Processing Coordinator** works in conjunction with our Client Account Managers to ensure an efficient and successful order experience for our clients.

General Duties & Responsibilities:

- Review submitted orders for accuracy, properly formatted artwork, and delivery timeline.
- Prepare vendor Purchase Orders.
- Follow/track client orders throughout to ensure on-time shipping.
- Update detailed job notes and follow up activities in job tracker.
- Resolve order issues and generate backorders as needed.
- Communicate with Clients and Vendors throughout the order process.
- Develop positive partnerships with Vendors and Client Account Managers.
- Other tasks as assigned

Qualifications:

- 1+ years of work experience in the promotional products industry or client-facing role (not retail) and experience handling many different responsibilities
- Bachelor's Degree or equivalent experience
- Exceptional communication skills
- Strong problem-solver
- Well-developed ability to connect with people: You must be excited to help our clients with their promo needs, be super responsive and proactive
- Meticulously detail-oriented even when juggling many projects at the same time
- A learner: We need someone who loves to learn about our products and services, and wants to contribute to our learning environment.
- A positive, upbeat, enthusiastic attitude towards clients and teammates.

Join Us:

This is a remote full-time position. M-F 8:30am-5:30pm EST. We offer:

- \$45,000-\$52,000 salary, depending on experience

- Health Insurance
- Paid Time Off
- Receive on-going feedback for improvement.
- Work-Life Balance: rare late-night hours or weekends.

If Interested:

Please submit your **resume AND cover letter** to bfox@pride-products.com. Share how you could be a good fit for us based on the above description.