

# Sourcing Manager

Remote

Under the supervision of the Director of National Service, the Sourcing Manager will work directly with assigned top-producing Sales Partners to support the marketing and pre-sale process, highly focused on growing business through sourcing products and quoting creative and classic ideas for a wide range of clients. The ideal candidate will have an inherent love for promotional products, watch trends, follow what's new at key suppliers, and have a deep knowledge of various decorating techniques. SAGE or ESP experience is ideal, or willingness to learn and master SAGE's advanced features to be highly productive. Enjoy the reward and the challenge of assembling idea decks for clients and negotiating pricing and timing with suppliers. Building relationships and clout with key suppliers at various levels will be critical. The right candidate will thrive in a fast-paced remote team environment.

- Additional special projects may be related to PopUp Stores, Presentations, Virtuals, Specs, and other pre-sale tasks to drive business activity.
- Responsible for innovative product research selection from preferred production partners and non-industry resources.
- Implement and support existing and new programs, including coordinating and assisting in developing templates, merchandising, pricing and mockups related to individual programs, and other related duties.
- Provide aggressive competitive pricing through research and negotiation.
- Develop quotes and research results, order PSA, spec, and random samples.
- Stay current in the trends in the industry through industry shows, trade magazines, industry websites, and production partner meetings.
- Assist in maintaining a strong brand presence for the Sales Partner's unique brand through the execution of marketing materials, promotions, prospect campaigns, website marketing, and social media marketing initiatives.
- Understand product safety laws and ensure all purchasing adheres to Geiger's and the industry's guidelines for labeling and testing.
- Working knowledge or desire to learn quickly about various printing processes, decorating techniques, custom, and overseas production.

## **What you need:**

- Strong proficiency in both verbal and written communication
- Four years of college and specialized product and industry knowledge.
- Software skills required are Intermediate/Advanced Excel, PowerPoint, Intermediate Word, ESP/SAGE, and social media.
- Strong time management and organization skills are a must.

## **What is in it for you?**

- Full benefits package
- Education reimbursement
- Profit-sharing
- 401k (with a match!)
- Bonuses for industry certification

Full-Time Regular

M - F, 40 Hours weekly

Geiger is proud to be an equal opportunity and affirmative action employer.