

### Promo Product Customer Service:

This is an in-office position MUST! – Flowery Branch, GA

Full Time

Salary based on experience.

#### **Job Duties**

- Provide top-quality service and support to Sales Representatives on all pre-sales activities
- Prepare product quotations
- Communicating via phone/email with suppliers and clients
- Detail oriented and organized
- Must be able to juggle multiple tasks by prioritizing and then completing them accurately and efficiently
- Obtain quotes and prepare for presentation to the client
- Perform order entry
- Perform order follow-up on proofs with factories, sales partners, and/or customer
- Coordinate art proofing process.

**Qualifications:** We're targeting individuals who are up-beat, & Energetic, willing to learn. Self-starter and desire to take initiative. Excellent written and verbal communication skills. Work experience in the promotional products or print industry is a must. Computer proficient: Microsoft Word, Excel, Outlook, Google Docs. One or more years of customer service or sales support experience.