

Promotional Products Order Management Representative

Email cover letter, resume, and references to tiffanyw@bagworldpromo.com.

Bagworld is a promotional products supplier located in El Monte, CA. We have printed bags for companies like the Lakers, Grand Hyatt, and more. Learn more about us at bagworldpromo.com

We are looking for a candidate who is outgoing and eager to learn. You will be assisting our order management team. Since we are a small family owned business, we work to grow together with our employees. Our ideal candidate is someone who is highly motivated, creative, and looking to gain experience in order management.

Hours: M-F 8AM-5PM in El Monte, CA

Pay: flexible

Full time job with benefits

Tasks:

- Answering calls and assisting customers with questions
- Keeping track of orders from getting art approvals to making sure they ship on time
- Working with the factory and production to check order status
- Processing purchase orders

Qualifications:

No prior experience necessary. Below is preferred, but we are willing to train

- 1-2+ years in order management
- experience in the promotional products industry (SAGE, ASI, PPAI)
- Programs: Outlook, Excel, Word, etc
- Bonus if familiar with SAGE 50 (formerly Peachtree)
- Bilingual in Mandarin is preferred