

Company: **Darling Promo**

Account Manager/Sales Support

Job Location: Remote - work from home (company based in Austin, Texas)

Job Description

Darling Promo is a fast-growing promotional products and apparel company in Austin, TX. We are seeking an experienced account manager/inside sales support person whose main duties will include support for one of our top producing sales representatives by preparing proposals and overseeing client orders from inception to delivery.

Job Duties

- Provide customer support and order management for a Senior Sales Manager and house clients.
- Process orders in a fast-paced environment with tight deadlines while maintaining a keen attention to detail
- Develop product proposals for clients
- Oversee the ordering process from start to finish

Desired Qualifications

- Promotional products or screen printing/embroidery sales or support experience required. **Minimum 2 years in the industry.**
- Strategic thinker with the ability to solve problems without direction
- Ability to handle a fast-paced environment and meet demanding deadlines
- Courteous and prompt customer service skills
- Computer skills and knowledge of Microsoft Office, Google Drive, CommonSku (industry specific)

Compensation/Perks

- Salary based on experience
- PTO, holiday pay, and performance bonuses. Commissions available for new client referrals/orders.
- Health insurance available. Employer contributes ½ of the monthly employee premium
- Work from home.

Requirements

- High Speed internet and Cell Phone

Please submit resumes to jancy@darlingpromo.com