

# Marketing Coordinator Order Entry

## About us

Alpha Impressions is a "one stop shop" for all marketing products and services. We are quickly growing and looking for dedicated team members to join our already amazing team!

Our work environment includes:

- Modern office setting
  - Growth opportunities
  - Company perks
  - On-the-job training
  - Safe work environment
  - Lively atmosphere
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- Source various commercial print and promotional products for our valued client base
  - Process orders with accuracy, attention to detail and meet client deadlines.
  - Prepare professional and detailed oriented client presentations.
  - Establish and build friendly and professional relationships with clients.
  - Help customers/teams with finding new products and solutions.
  - Check purchase order history and back order, making sure everything is up to date.
  - Collaborate with cross-functional teams to ensure consistent messaging and branding.
  - Assist with product management, including pricing, warehouse inventory, and logistic strategies.

Requirements:

- Experience in the print and promotional products industry
- Ability to quickly learn new software. We currently use eQuantum/Demand Bridge software for order entry and client-based ordering portals.
- Proficiency in Microsoft Office applications.
- Familiarity with e-commerce platforms and best practices.
- Excellent written and verbal communication skills, with copywriting experience preferred.
- Experience with email marketing campaigns and automation tools.
- Basic understanding of marketing principles and strategies.

We offer competitive compensation packages, including benefits such as health insurance, retirement plans, and paid time off. Join our dynamic team and contribute to our company's already amazing team!

Job Types: Full-time, Part-time

Salary: \$23.00 - \$28.00 per hour

Expected hours: 40 per week.

Benefits:

- 401(k)

- Dental insurance
- Employee discount
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Parental leave
- Professional development assistance
- Referral program
- Retirement plan

Schedule:

- 8-hour shift
- No nights
- No weekends

Work Location: In person or remote