

## **Position Overview**

What's Happening Promotions is currently seeking a *Promotional Products Estimator/Purchasing agent* with strong project management, consultative and vendor management skills. The Promotional Products Manager will oversee our promotional products purchasing division and will be responsible for effective, timely and appropriate vendor identification, sourcing of new product ideas, project estimating and procurement, and production coordination to achieve specific and overall corporate objectives and client deadlines.

### **Responsibilities will include:**

- Maintain timely PO processing, meeting appropriate performance objectives and deadlines.
- Support product sourcing objectives in support of a variety of clients.
- Identify and manage relationships with vendors to create positive working relationships while maximizing What's Happening profits.
- Act as an effective liaison between sales reps and vendors, while managing our estimating team and purchasing team.

### **The ideal candidate should also have:**

- Experience in the Promotional Products Industry.
- Familiarity with industry trade and websites to assist with product research/sourcing, such as ASI, PPAI, SAGE, EPS.
- Proven ability to work independently and as part of a team.
- Customer focus and a “can do” attitude. Excellent written and verbal communications skills.

### **We offer:**

- Compensation is commensurate with experience
- Benefits package available, including:
- Health/Rx
- Paid time-off (PTO days)