

Position Overview

Freedom Promotional Products is currently looking for a part time **Promotional Product Order Specialist** to provide support during a gap in staffing. Location is flexible and can be remote as all programs are web based – but preferred locations are Birmingham, AL or Washington, D.C. The ideal candidate will have promotional product industry expertise and experience with ESP Web and ESP Orders. Candidate should be available for a minimum of 10 hours per week for at least 8 weeks. Weekly hours could increase dependent upon candidate's experience and willingness to expand responsibilities; duration may be extended based on needs and mutual agreement.

Responsibilities

- Place Orders
- Follow up on orders & track steps
- Request samples & create virtual samples
- Create product presentations
- Research pricing/follow up on item information
- Other project related tasks as needed

Qualifications

- Minimum Requirements
 - Understanding of the promotional products industry
 - Self-motivated and works well independently
 - Proficiency with google docs, Excel, Quickbooks & industry programs
- Preferred Qualifications
 - Experience with ESP Web and ESP Orders
 - Experience working with suppliers and clients for order completion
 - Basic graphics experience is a plus

Compensation

- 8 weeks minimum contract agreement-possibly longer upon mutual extension
- Compensation is commensurate with experience
- Minimum commitment: 10 hours a week for 8 weeks
- Pay is hourly; training available

Please send resumes to: Promo@freedompromo.com