

## **BRIDGE® Printing & Promotional Products, Inc.**

616 N. North Court – Suite 220  
Palatine, Illinois 60067

Send Resume to: [rstienstra@bridgeprinting.com](mailto:rstienstra@bridgeprinting.com)

### **Customer Service/Admin Support**

Employment Type: **Full Time**

Compensation: Starting Pay Depending on Experience – Opportunity to have paid: vacation time, sick days, personal days and holidays. Company Health Insurance Plan is available for qualified employees.

Family owned and operated growing graphic arts Communication Company looking for an energetic positive individual to be involved in the pre-sales and service of new and repeat orders. Primary sales areas are Promotional Products - Commercial Printing – Business Printing. Great opportunity to be engaged in a professional work environment with family values.

### **Company Code of Ethics:**

"In all our professional relationships, we pledge ourselves to this rule of ethical conduct: We shall, to the best of our ability, treat each client, vendor and fellow worker just as we would want to be treated."

### **Primary Duties and Responsibilities:**

- Provide in-house support for outside Sales People
- Perform Product Searches and Prepare Template Sales Presentations for Advertising Promotional Items
- "Light Design Work" for template copy
- Online "searching and shopping"
- Order communications with customers, outside factories and company sales people
- Manage order releases of customer owned inventory
- Order Entry - Proof Handling - Job process communication
- Maintain accurate files for in process quotes and jobs
- Monitor job status - Quote to Delivery

### **Qualifications/Experience**

- MUST** have 2 years minimum experience in a sales or support role in the Promotional Products Industry.
- Excellent computer and data entry skills a must (Microsoft Office)
- Desirable experience with: E-Quantum, Sage Technologies, ASI ESP
- Desirable experience with: Corel Draw, Adobe Suite Programs
- Excellent written and oral communications skills
- Ability to work independently with minimal supervision along with the ability to multi-task
- Ability to think and solve problems
- Strong values and work ethic
- A positive attitude and a professional demeanor
- Steady work history (Present or from the past if re-entering the work environment)