



Job Description

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| Title | Account Coordinator (Sales Support Specialist) |
| Full-Time | Salaried; exempt |
| Department(s) | Operations/Sales |
| Reports to | Kelli Henderson, Ops Manager, Account Executive & Chili Dog |
| Pay range | DOE - \$34,000 – \$48,000 Benefits: Simple IRA with employer contribution / Health Insurance, Massage 1x month & Lunch 1x per week. |

Job summary

Sales Support for up to four Account Managers/Executives, help grow sales and order volume through the efficient management of the entire order process. Provide efficient, accurate and detailed estimates, sales orders, and order processing. Track and follow up on all in-house orders; and provide excellent communication to sales team, customers and suppliers/vendors through all phases of every order.

Summary of essential job functions

- Prepare presentations, estimates, sales orders, purchase orders in our in-house database
- Manage the transfer of print-ready artwork and approval of product art proofs
- Send order acknowledgements to customers
- Track orders using our in-house database and notify customers when their order ships
- Maintain printed and electronic information for all orders
- Represent ZippyDogs in a fun and professional manner
- Participate in networking and/or tradeshow events as needed
- Perform additional functions incidental to office activities

Additional requirements

- College degree and 2-3 years of related work experience OR 5-7 years of related work experience
- Promotional product or printing industry experience; printing and/ or promotional products industry experience preferred
- Excellent verbal and written skills required
- Excellent computer skills, proficiency in Microsoft Office products; Outlook, Word, Excel, etc., as well as the ability to quickly learn our in-house database
- Adobe Illustrator, Photoshop and QuickBooks experience desirable
- Fun, friendly personality a plus
- Must be able to lift up to 40 pounds

Other details

- Must sign a confidentiality agreement
- The above statements are intended to describe the general nature and level of work being performed, but are not an exhaustive list of responsibilities, duties, and skills required.