

- PROMOTIONAL PRODUCTS EXPERT ASSISTANT
- SAVVY GRAPHICS
- FORT LAUDERDALE, FL (VIRTUAL)
- Email address for candidates to send resumes: jm@savvy-graphics.com
- Salary and benefits information: \$13-15 per hour

Seeking a virtual assistant to help with:

Order entry and management, supplier communication, order tracking, product sourcing and presentations.

Possible but not necessary: basic artwork, sending art to vendors, shipping info, problem resolution and marketing.

Great position for a stay at home mom, retiree or anyone who wants to work from home 2-3 hours a day.

Must have own computer and have a minimum of 1 year experience on Sage.