

## Order Processing & Support

Are you friendly, curious and uber-organized? Do you enjoy details and learning new computer technology? Are your communication and customer service skills amazing? We want you!

Specialty Incentives is a marketing company that began over 35 years ago, providing clients with promotional products and branding solutions. We take great pride in delighting our clients, sales associates and supplier partners every day. Specialty Incentives is a non-smoking office.

Job Summary: Full-time position providing support with promotional product orders.

Summary of essential job functions:

- Hours 8:00 am – 5:00 pm, Monday thru Friday.
- Monitor daily order details.
- Communicate with account managers, suppliers, clients and support team.
- Troubleshoot problems with orders and proactively provide solutions.
- Assist with GoToMeeting presentations.
- Special projects as assigned.
- Professional, friendly attitude expected at all times.
- No sales are involved.

Minimum requirements: High school diploma required. Working knowledge of Office 365 is required. Experience with NetSuite and presenting in GoToMeeting conferencing is a plus. Ideal candidate will enjoy people, have a passion for technology, and possess excellent verbal and written communication skills. The ability to multi-task, maintain accuracy, and good mental focus are essential. Reliable transportation. Lifting up to 25 lbs.

### TO APPLY:

Please submit a cover letter stating your professional goals, accompanied by your resume. Please do not edit the email auto-reply subject line.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed in the larger scope of the business. EOE.