

Are you Creative? Energetic? Do you have Promotional Products Industry Experience? If you answered yes, then we want YOU!!! Geiger, the largest privately owned promotional product distributor, is seeking a qualified individual with INDUSTRY experience to join our family as an Office Manager in our Scottsdale, Arizona office.

What you will do:

- Create and maintain solid business partner relationship with assigned sales partners
- Supervise, coach and mentor staff
- Work closely with property management as well as internal I.T. staff to keep things running smoothly
- Act as a liaison between sales partners, suppliers, customers and corporate office in matters that the team is unable to resolve
- Serve as division office representative to corporate office, Division and Regional Sales Vice President
- Provide aggressive competitive product pricing to sales partners through research and negotiation
- Analyze data related to the performance of the division office and make necessary adjustments to achieve corporate and region goals to improve efficiency and profitability

What you will need:

- Promotional Products Industry experience
- Duties require knowledge of overall business operations equivalent to 4 years of college
- Requires the ability to work well independently as well as lead a team dedicated to providing the highest level of customer service
- Must have strong verbal and written communication skills
- Proficient computer skills in Microsoft Office and CRM software
- Exposure to sales/customer service in an office environment needed
- Work requires at least three years of related office management / supervisory experience in a sales or customer service environment

What is in it for you:

- Competitive compensation, comprehensive health benefits
- 401(k) (with match)
- Work life balance
- Excellent work environment with an award winning culture, Best Places to Work, Glassdoor Rating of 4.3!

Full Time Position, M-F

Regular Business Hours

Geiger is proud to be an equal opportunity and affirmative action employer.

Apply:

https://workforcenow.adp.com/jobs/apply/posting.html?client=geigerbros&jobId=66608&lang=en_US&source=CC4

