



LOCATION: SHERMAN OAKS, CA

SUPERSTAR ACCOUNT COORDINATOR WANTED!

This position is a key to our business and we are looking for someone to knock our socks off! This position provides direct support to our sales team so it is a key player in the day to day of our business! You will be assisting in the ongoing development of existing and prospective customers. This position also helps to develop account relationships and provide service support for customers. Manage and maintain accounts from initial order through job completion.

SKILLS WE WOULD LOVE YOU TO HAVE!

Must have strong verbal and written communication skill and the ability to work well independently and/or as part of a team dedicated to providing the highest level of customer service. Please have strong computer skills and if you are artistic and can assist with graphics that is a **PLUS!** We ask that you have extensive knowledge about vendors/factories and how to work in SAGE. Quickbooks knowledge would be great.

YOU WILL:

- Provide clients with ongoing support and guidance
- Product sourcing
- Negotiate with factories on pricing
- Maintain daily, weekly, and monthly outreach
- Facilitate/Research order Inquiries
- Create idea boards for clients
- Work with factories for specs and virtuals
- Create Mock ups
- Serve as some clients' primary point of contact for orders
- Make a difference. Love your job. Laugh a lot.

Competitive compensation based on your skill set. Please inquire to info@cadenconcepts.com with your resume!

We can't wait to hear from you!