

Job title	<i>Program Manager</i>
Reports to	<i>Janie Goldberg; President</i>

Job purpose

Responsible for client program management. The primary goal of the Program Manager is to provide OmniSource Marketing clients with purposeful and creative program solutions.

Duties and responsibilities

- Collaborate with Web Developer and Creative team to launch client websites
- Manage website programs and provide maintenance
- Manage relationships with clients to procure products that are innovative, desirable, and profitable
- Partner with vendors to gather product data and negotiate pricing
- Oversee the implementation of product data
- Ability to analyze and evaluate product and vendor performance
- Creative input for webstore, e-commerce and print marketing materials
- Monitors inventory management reports to ensure inventory compliance is met
- Provide necessary data for order processing functionality
- Attend trade shows
- Any other job responsibilities deemed necessary by direct supervisor

Qualifications

- Promotional Products industry and product selection experience
- Familiarity with industry trade and websites such as ASI, PPAI, ESP
- Strong vendor and management negotiation skills
- Product procurement and pricing experience
- Proven ability to work independently and collaboratively
- Excellent organizational and time management skills
- Effective communication and presentation skills
- Proficient skills in MS Office and experience with CRM software
- Bachelor's degree

Working conditions

- The environment for this position is a moderately noisy office setting

Physical requirements

- Sit for more than 6 hours per shift
- Talk and/or hear
- Periodically may need to climb, balance, stoop, kneel, or crouch
- Lift and/or move up to 25 pounds occasionally

Approved by:	
Date approved:	
Reviewed:	