



Description

ePromos Promotional Products, Inc., an ASI Top 40 firm and one of the fastest growing companies in the promotional products industry. We are passionate about helping our clients make powerful impressions using customer merchandise and apparel. We operate through two divisions, ePromos.com: a leading online player, and ePromos Brand Solutions: our marketing agency. We have been recognized by INC 5000 multiple times, we are a seven-time winner of ASI Best Place to Work and our website ePromos.com has been awarded over 20 different best Web Site awards.

ePromos is looking for a Sales Assistant to add to our Sales Team in our St. Cloud, MN Office. The candidate of choice will be well spoken and articulate with great command of proper grammar. As a smart, detail-oriented, self-motivated individual, you will work closely with our Brand Consultants, suppliers, and clients. In our model candidate, we're seeking an enthusiastic person with the ability to learn all aspects of the promotional products industry. In this vital role, you will act as a liaison for the Brand Consultants you support, our suppliers and clients. A majority of your work will deal with critical administrative tasks including the completion of all sales-related paperwork, internet-related research, and creating product recommendations.

In the Sales Assistant position, the chosen candidate will learn the fundamentals of sales. This entry level position is a gateway towards building a rewarding career in senior-level sales and requires a passion and desire to build a successful career in sales. When presented with a task or problem, the Support Specialist must have the ability to follow through, offer plausible solutions, and independently solve problems to the benefit of the company and our clients. Most importantly, the selected applicant will provide prompt responses to customer inquiries, concerns and issues that leave our potential and established clientele with a memorable and rewarding experience.

Requirements:

- Must be articulate
- Keen attention to detail
- Ability to offer creative recommendations to our clients
- Strong project management skills
- Flexibility in a context of rapidly changing priorities
- Ability to manage multiple responsibilities simultaneously and independently
- Proven ability to work in a fast-paced environment
- Must be able to work the following schedule: Day Shift: 8:45am - 5:15pm, Mid-Day Shift: 10:45am - 7:15pm



Skills Required:

- Excellent listening and communication skills
- Strong typing skills
- Proficiency in Microsoft Office (Word, Excel, etc.), and internet research skills

Desired Traits: *While not required, these traits will enhance your candidacy beyond the minimum requirements*

- Experience in the promotional products industry
- Experience in some form of sale (Cutco or other college sales programs)

Compensation and Benefits:

We offer an attractive compensation package that values employee satisfaction. The Sales Assistant position is a salaried plus bonus-eligible position. Furthermore, our comprehensive benefits package includes medical, dental, vision, short term/long term disability, term life insurance, a 401(k) plan, paid vacation, and numerous company celebrations. We have been recognized as an ASI Best Places to Work Company.