

**Customer Service Sales Support for a Promotional Products Company in Annapolis, MD -**

We are a Promotional Products and Business Gift company of national and international scope. We have position open for an individual to provide superior customer service and sales support to our clients, working as support to our sales team. *Experience within the promotional products industry a plus, signing bonus based on experience.*

**What you will do:**

- Work closely with the sales team getting quotes, putting together presentations, seeing orders through the system and making sure the orders are completed in a timely manner.
- Coordinate the process of proofing and approval of the art.
- Communicating with the sales team and the client on the progress of the orders.
- Managing the paperwork flow

Qualifications include:

- Experience with QuickBooks and Microsoft Office; Adobe Illustrator or Photoshop, SAGE and/or ESP a plus.
- Must have the ability to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames. This person must have the ability to readily modify, respond to and change these priorities as needed, and be able to work independently.
- He/She must be able to thrive in a fast-paced environment, be organized and detail orientated, be a team worker, with the ability to cooperate with others to meet objectives.
- Excellent written, verbal communication and computer skills are a must.
- This person must have a commitment to customer satisfaction.
- Maintain strong client and vendor relationships
- Must be organized and able to work independently in a fast-paced office.
- Coordinate delivery to meet event dates.
- Ability to work with social media helpful.

***This is a unique opportunity for a talented, experienced person. Competitive salary, generous vacation, benefits including 401K, signing bonus based on experience.***

**All resumes reviewed in the strictest of confidence.**

Thank you,  
Chris Harkins

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