

Customer Service/Office Support- Print, Promo/Corp Apparel and Mail Company (North Central Phoenix). Virtual staff will be considered. Part time help will be considered

A leading North American promotional products, corporate apparel & uniform, print, print to mail, direct marketing, packaging, large format graphics and fulfillment company is expanding in Arizona and the West. We are part of a \$500,000,000+/ and 700+ office nationwide company. identibrands.proforma.com

Our team is in need of a front line Customer Service Professional that ideally can help manage operations. The ideal person knows our industry and has great Customer Service skills. The next best person has great skills and can learn quickly.

Proforma is a leader in the printing and promotional products industry with over 30 years of experience, and is recognized as one of the industry's top leaders. We sell business products that every company needs including promotional products, business documents, commercial print, office supply products and e-solutions.

Working for IdentiBrands ~ Powered by Proforma based in Phoenix, the Customer Service Representative will support Client & Sales Team needs. In addition to customer service responsibilities, the person will also handle general office & possibly light fulfillment duties as needed. This is an immediate position and we need someone who can start as soon as possible.

The Customer Service Representative (CSR) will handle general day-to-day office duties while providing support to sales representatives, customers and vendors. The CSR will help to manage Client inventories.

Day to day responsibilities:

Process, enter and follow-up on orders with manufacturing and customers

Price, quote and specify items for programs/projects

Establish and monitor procedures for record keeping

Support A/P & A/R

Interface with our Customer Service, Sales, Vendors, Fulfillment, Management and Corporate office team members

Heavy phone and email support

Additional duties as assigned

Requirements:

Previous Customer Service Experience experience is a must, Bookkeeping or Accounting Experience is a plus

Must be able to work in a fast paced, deadline driven environment

Ability to manage multiple projects and multi-task

Promotional products or printing industry experience is a plus

Requirements:

Energetic

Proficient with a Computer and Computer Software Programs, Reading, Writing and Typing

Remarkable Organizational Skills

Competent in Multitasking

Gifted at paying Attention to Details

Remain positive while Performing Under Stress

Able to Adapt to Constant Change

Talented in Working as a Team Player, by Achieving Team Goals, Assisting your fellow Co-Workers

Customer Service Experience

Sales Experience A Plus

Ability to SMILE at all time and keep a POSITIVE ATTITUDE

Excellent grammar

This could start as a part time position for the right person if need be.

We thank all applicants who apply, but only those candidates selected for an interview will be contacted.

No phone calls from agencies will be accepted.