
Customer Service / Admin Asst - Looking for *energetic, creative, fun* and *motivated* team members with a *positive can-do attitude*.

Our Culture. We provide a culture where each person can “live” their talents in a fun, team- focused environment, where reaching individual and team goals are recognized, rewarded and celebrated! Our core values of honesty, respect and service creates a positive working atmosphere where you can reach financial goals, become your best self, and enjoy what you do and the relationships you share. We work hard. We play hard. We celebrate together! Join our team!

We are looking for a key team member to handle Customer Service including order processing and tracking, and to be a right-hand Administrative Asst. to the CEO to handle misc. administrative duties as we expand our team and scale the company.

Job Description: Customer Service

- Order entry, processing, proof approvals, tracking; handle customer service related to order management
- Interface with vendors to resolve order or billing issues
- Provide client solutions if there is an order issue
- Ensure 100% on time delivery of client order
- Verify accuracy of vendor sales acknowledgements and invoices
- Research projects and create client presentations with Promotional Industry software

Job Description: Administrative Assistant - Asst CEO with misc. administrative duties including but not limited to: scheduling meetings, project research, maintaining CRM, help with evaluating new products and marketing programs for business development, communications with Sales team.

Required Skills:

- Excellent phone, computer, time management and interpersonal skills
- Work flexibility when needed for urgent projects

Additional Value-Added Skills (preferred, but not required):

- Insides sales experience for developing current client base
- Basic photo/pdf editing skills, Adobe Illustrator and/or Photoshop; Basic Graphic Design
- Social Media engagement

Remote PT/FT position available. Flexible daytime hours during 9-5 pm EST. Some work can be done outside of business hours. Looking for NJ based individual who can work in the office for training and 1-2 days per week. Office is located in Stewartsville, NJ. Will only consider full remote person outside of NJ for Customer Service role if the individual has significant experience in the Promotional Industry.

Send resume to csm.sales@customsourcemkg.com. Specify if you are interested in Part-Time or Full- Time Position when you apply.