



We have an immediate opening for an experienced Remote Part-Time **Customer Service Rep!**

Custom Source Marketing is a Woman Owned Promotional company with over 25 years in the industry. Come “live” your talent in a fun, team-focused virtual environment, where reaching individual and team goals are recognized, rewarded and celebrated! Our core values of *honesty*, *respect* and *service* create a positive working atmosphere where you can reach financial goals and enjoy what you do and the relationships you share, all with schedule flexibility! **Come join our team!**

Job Description:

- 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
- Project research
- Create client presentations in Sage

Required Skills:

- Detail oriented
- Excellent phone, computer, time management, and interpersonal and relationship building skills
- Good knowledge of Promotional products and decoration techniques
- Eye for design to evaluate proofs before sending to client for approval
- Microsoft Office Suite, Sage

Additional Value-Added Skills (not required):

- Inside sales experience
- Basic photo/pdf editing skills, Adobe Illustrator and/or Photoshop; Basic Graphic Design
- Social Media engagement
- Experience with QuickBooks desktop
- CRM management

Position Benefits:

- Flexible daily work schedule between the hours of 9-5 EST, Mon -Fri. (some work can be done outside of business hours).
- Partial or Full Remote (Casual office available in northwest NJ)
- Paid Holidays and Sick/Personal time
- Additional Compensation available (Commission and Bonus)
- Opportunities for ongoing Personal and Professional Development

Send confidential resume to rblewitt@customsourcemkg.com