

### *Job description*

*Regency360 is a wholly owned subsidiary of Office Depot.*

*We are one of the fastest growing Independent Distributors of Commercial Print, Promotional Items, and Apparel. Our company supports a vast number of corporate customers through our ground breaking e-commerce platforms.*

*The Promotional Products Sourcing Specialist will use their expertise to work with multiple sales channels and product vendors to select and procure the appropriate promotional products to meet customer's needs. In partnership with sales and vendors, this position will provide recommendations; coordinate projects from concept to fulfillment while managing expectations along the way. Extensive knowledge of print production processes and graphic design skills are a plus.*

### *Job Description Overview:*

- *Requires related work experience.*
- *Stable Career History.*
- *Robust project management skills are utilized throughout the sourcing and fulfillment process to ensure expectations are met.*
- *Established knowledge and practical experience of best practices relating to sourcing and vendor management.*
- *Apparel/Fashion printing and decoration experience a HUGE Plus!*
- *Able to recognize and attend to important details with accuracy and efficiency.*
- *Aptitude to work constructively under stress in a fast paced, multi-tasking environment.*
- *Ability to learn from and handle critiques.*
- *Must be able to take direction, as well as conceptualize, design, and organize marketing projects independently.*
- *Consistently apply and enforce style/brand guidelines.*
- *Detail oriented with excellent organizational/communication skills.*
- *Familiarity with production requirements and working with outside vendors, i.e. printers, exhibit vendors, other agencies.*
- *Ability to work under tight deadlines.*
- *Must be a team player.*
- *Must be able to work on Mac-based computer.*
- *Working Knowledge of P3 Procurement Software a Plus!*
- *Working with various graphic formats for print and web, knowledge of optimal format to use based on the particular application.*
- *Effectively convey message in both written and verbal business development discussions.*

*Time: Monday – Friday 8:00 a.m. to 5:00 p.m., Raleigh Office*

### *Equal Employment Opportunity:*

*Regency is committed to providing equal employment opportunities in all employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, citizenship status, marital status, age, disability, genetic information, protected veteran status, gender identify or expression, sexual orientation or any other characteristic protected by law.*

*Applications from staffing firms will not be reviewed.*

*Job Type: Full-time*