



Account Executive

Responsibilities:

- Maintaining positive relationship with Clients and Sales Representatives for their designated accounts.
 - Sourcing vendor merchandise for client specific projects and events.
 - Providing Data Entry team with the specifics for quoting, and sending finalized quote to clients and sales reps.
 - Updating Status in PrintVis system.
 - Sending Order Acknowledgments to Clients and/or Sales Reps.
 - Following up with Data entry team and clients on proof approvals etc.
- Find ways to educate themselves and sales team on new and trendy items or print processes that would provide value to end users.
- Source promotional and paper items through SAGE and other research.
 - Provide SAGE research presentations to clients/sales reps.
 - Follow up on open quotes and presentations provided.
- Answer and screen phone calls and taking messages when needed, overflow.
- Maintain constant communication regarding delivery, pickups proofs, questions, or concerns between clients.
- Assist management team with daily tasks as needed.
- Consistent response to emails received within 15 minutes of receipt (within reason).

Qualifications & Experience:

- 1-2 years of experience focused on customer service and order processing
- Strong computer and Microsoft Office skills
- Familiarity with products, pricing, and policies
- Prior experience in the print and/or promotional products market(s), preferred

Leadership Competencies and Personal Characteristics:

- Strong communication, time management, and prioritization skills
- Ability to multi-task in an environment with regular interruptions
- Deadline-oriented with a strong sense of urgency
- Detail-oriented with a high level of accuracy
- Creative problem solver that can operate under short deadlines
- Team player with a willingness to chip in and do whatever is needed to get the job done
- Strong ethics and integrity demonstrated at the highest level