



Data Entry Associate

Responsibilities:

- Enter Orders and Samples into the Proforma ProVision2 system.
 - Sending Order Acknowledgments to Account Executives.
 - Sending out Purchase Orders to Venders.
 - Following up with venders and clients on proof approvals etc.
- Answer and screen phone calls and taking messages when needed.
- Provide Quotes for Account Executives for Promotional/printed items.
 - All information for the quote should be provided by Account Executives.
 - Updating Status in PrintVis system.
- Enter Packing Slips when order is ready to be shipped or for will call.
- Maintain constant communication regarding delivery, pickups proofs, questions or concerns between Account Executives and vendors.
- Assist management team with daily tasks as needed.
- Actively maintain vendor relationships.
- Invite vendors to provide a showcase to office and provide increased knowledge to the team.
- Maintain Trello workflow updates.
- Maintain the Orders@mackpac.com inbox to ensure all emails are answered within 15-minute timeframe and all order processing occurs within a 24 hour turn around.

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