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Renton, WA 98057

4810 N Lagoon Ave, #300  
Portland, OR 97217

**Job title:** Project Manager  
**Reports to:** Client Services + Operations Manager  
**Division:** Non-Union, Exempt  
**Location:** Boise, ID or Portland, OR

### Who you are:

You are the central planner and operations point person for a book of business at a growing and evolving promotional marketing company. You love wearing many hats. You create clarity in the chaos. You pave the way for others.

### Day-to-day expectations:

- Effectively prioritize and manage multiple projects with varying levels of urgency and strategy in a high-volume, interruption-driven environment
- Communicate regularly with clients, vendors and Kore Group personnel regarding ongoing estimates, presentations, projects and campaigns
- Meticulously track and record daily operations, updates and statuses using project management and CRM tools
- Be knowledgeable and actionable in all aspects of sales, product sourcing, brand management, print application, production planning, kitting, warehousing, webstore management and freight logistics
- Solicit pricing and order details from vendors, including but not limited to decoration and material options, packaging, shipping, payment terms and artwork needs
- Develop timelines, pricing, client presentations, innovative product solutions and creative line plans for hard and soft goods
- Provide exceptional customer service and aim to consistently exceed client expectations
- Proactively and objectively troubleshoot problems through understanding of processes and utilization of available resources
- Coordinate B2B webstore setup and maintenance, including on-demand ordering responsibilities
- Reconcile vendor bills and assist accounting in closing jobs for invoicing
- Seek purpose in our Kore Values with everything you do:
  - Connection
  - Creativity
  - Inclusion
  - Intention
  - Transparency
  - You

### From time to time, you may:

- Attend and contribute to quarterly business and inventory review meetings in the Greater Seattle Area or elsewhere
- Participate in vendor meetings, tracking opportunities for sourcing client-specific, project-relevant merchandise
- Gain industry certification in Product Safety (CPSIA), Best Practices, and Business Ethics

- As approved by management, attend industry trade shows

**Your traits and background:**

- At least 5 years of experience in promotional products industry
- Bachelor's degree in a relevant field such as Business, Marketing, Communications, Fashion Design, Supply Chain Management, Product Development or Textiles & Apparel
- Proven track record of career development success in account management
- Well-versed in project management applications, webstore platforms, inventory management programs, accounting software and CRM systems
- Ability to follow written and verbal instruction correctly and quickly from hands-on management
- Strong interpersonal skills with varying personality types, and ability to collaborate across different internal and external teams and stakeholders
- Entrepreneurial and motivated, self-starter and quick learner
- Independent performer yet enthusiastic collaborator in both routine and complex tasks

**Additional notes:**

Being a team player is essential, putting the customer first and doing a quality job. Working hard and having an overall caring attitude and desire to succeed is a must. Because Kore Group works in developing and fast-paced markets, it needs its employees to also adapt and change to meet constantly changing business needs.

Internal candidates: Advancement in this position, like all others at Kore Group, is not based on seniority. Employees interested in advancing in this position must meet these criteria and have a strong work history to be considered for this job.