

Company: **Darling Promo**

Account Manager/Sales Support

Job Location: Remote - work from home (company based in Austin, Texas)

Job Description

Darling Promo is a fast-growing promotional products and apparel company in Austin, TX. We are seeking an experienced account manager/inside sales support person whose main duties will include support for our sales representatives by preparing proposals and overseeing client orders from inception to delivery.

Job Duties

- Provide customer support and order management for clients
- Process orders in a fast-paced environment with tight deadlines while maintaining a keen attention to detail
- Develop product proposals for clients
- Oversee the ordering process from start to finish

Desired Qualifications

- Promotional products or screen printing/embroidery sales or support experience preferred
- Strategic thinker with the ability to solve problems without direction
- Ability to handle a fast-paced environment and meet demanding deadlines
- Courteous and prompt customer service skills
- Computer skills and knowledge of Microsoft Office, Google Drive, CommonSku (industry specific)

Compensation/Perks

- Base Compensation range starting at \$50,000 or based on experience
- PTO, holiday pay, and performance bonuses. Commissions available for new client referrals/orders.
- Health insurance available. Employer contributes ½ of the monthly employee premium
- Work from home.

Requirements

- High Speed internet and Cell Phone

Please submit resumes to jancy@darlingpromo.com