



Dover, Delaware

302-738-6824 800-836-0523

sales@nuimage.com ***.nuimage.com

PPAI # 670838 Today's Date 4/8/2022

Job Position: Key Person

Description: Inside Sales and Customer Service, Data Entry, some Production Work

Job Location: Dover, Delaware

Job Hours: Full Time: 9:00 am – 4:00 pm, Monday –Friday.

New Image Inc. is a screen printing company and a promotional products distributor. We are a family owned small business in continuous operation since 1972. Our key person is retiring after 30 years and we are looking to find someone to fill her shoes. There is plenty of room for growth in this position and the possibility of taking over the business in a few years. Our ideal candidate will be a person with an excellent work ethic and someone who is cheerful and can handle multiple orders and clients simultaneously.

Job Responsibilities include:

- Inside Customer Sales
- Data entry in Excel and Profit Maker programs
- Assistance with production when needed
- Heat Transfer applications
- Organizing & scheduling workflow
- Attendance at local Chamber events and Trade shows

Helpful Skills to have:

- Knowledge of Excel, Profit Maker, Quick Books
- Knowledge of the Promotional Products and/or screen printing business
- Knowledge of Social Media Marketing and Website marketing
- Knowledge of Company Store creation and administration

Essential Skills to have:

- Good Customer Service skills
- Attention to DETAILS
- Good writing skills
- Accurate math skills
- Ability to learn new tasks and skills
- Ability to lift boxes during check in
- Ability to walk up the staircase

If you are this person, please contact us!