

## **Fulfillment Coordinator –Branded Merchandise**

### **A little about us...**

CI-Group is a one-of-a-kind marketing firm that helps our clients build their brands, launch their products and connect with their customers. Located in Lebanon, NJ, our company has more than 60 employees and delivers a unique and compelling offering including branding, design, experiential + events, digital, advertising, strategy + research, branded merchandise, warehousing + fulfillment, and printing + mailing. We've been in business for over 30 years and are proud to have an impressive list of clients including some of the biggest and best-known brands in entertainment, finance, healthcare and luxury brands industries, among others.

### **About the position**

As a Fulfillment Coordinator you are a scrappy individual able to wear many hats. You are responsible for coordinating the production, shipping, quality control and receiving of branded merchandise and printed collateral for our clients. You will work with manufacturers negotiating pricing, placing orders, checking proofs and scheduling/managing receipt of products to our facilities. Many of these products will be used in the assembly of custom kits that are distributed individually or in bulk from our facility. You will work closely with our warehousing and assembly team to provide clear, concise information in a timely manner on exactly how these kits will be curated. You will need to coordinate and approve assembly samples and provide instruction on any packaging and filler materials that may be required to complete the project. . Excellent interpersonal and written skills are required to excel in this exciting yet demanding role. You are self-motivated, organized, personable and have an ardent sense of urgency.

### **Experience and Skills**

- Experience in a fulfillment department (preferably coordinating the assembly of small orders or gifts)
- Are comfortable dealing with vendor pricing and timelines
- Can Manage multiple projects, people and deadlines at once ... you know how to prioritize and manage your day because your organizational skills are impeccable
- Are flexible enough to work as a soloist or part of a team constantly updating the players of project status
- Have solid computer skills in Word, PowerPoint and Excel
- ASI experience is a plus
- Experience with mailing lists or address databases is a plus

### Requirements

- Able to work on-site Monday-Friday 8:30-5:30
- Extremely high attention to details
- Experience in project management and able to provide examples
- Ability to handle tight deadlines and lead multiple projects simultaneously
- Excellent interpersonal skills and ability to work effectively with different personality types

### Benefits

- Competitive salary (commensurate with experience)
- A stable work environment that includes a very dedicated, talented, passionate, hard-working team who really cares about each other, the clients and the work
- Benefits package, including health, dental and vision insurance, 401(k) with match contribution, and a flexible healthcare spending account
- All the free caffeine that you want!