

**Apply for Administrative Assistant Program Manager using the link below:**

[\\*\\*\\*\\*\\*workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5e084852-b8bf-47a9-816d-705268ccdb43&cclId=95879571\\_5287&lang=en\\_US&jobId=9200288784598\\_1&source=EN](*****workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5e084852-b8bf-47a9-816d-705268ccdb43&cclId=95879571_5287&lang=en_US&jobId=9200288784598_1&source=EN)

We are seeking an ambitious, energetic individual to join our team as an Administrative Assistant Program Manager. In the ever-changing, fun world of Promotional Products. As an Assistant Program Manager, you will be responsible for providing top quality service and support Program Managers by running reports, pricing programs, procuring spec samples, researching products, and preparing product selection presentations. Will provide coverage as needed and complete specialized projects promptly to meet the production schedule.

If this sounds like you then apply to join our team as an Administrative Assistant Program Manager today!

What you do:

- Order random and spec samples for product presentations and follow up to ensure a timely arrival
- Assist Program Manager by Coordinating activities with creative and other support personnel as required
- Use necessary tools, such as sales analysis, profitability analysis, and corporate branding guidelines
- Enter all product information and specifications along with purchasing and selling prices in spreadsheets for inventory setup
- Gather data, prepare customized usage, and inventory reports based on client needs
- Assist with Cag requests, Name Options creations, and other administrative-technical duties as assigned
- Fill in and cover for Program Manager on an as-needed basis to cover absences or vacations. Step in as contact for sales partners and client contacts
- Set and conform to associated deadlines
- May travel to client locations to assist with site sales, trade shows, and conventions on occasion

What you Need:

- Knowledge and proficiency in math, writing, public speaking, and excel
- Work requires 2 years of related experience in customer service, relationship management, and/or account management

What is in it for you:

- Competitive compensation, comprehensive health benefits, 401k (with a match!)
- Excellent work environment with an award-winning culture, Glassdoor Rating of 4.5!

Remote work opportunities may be available.

Full Time: Regular hours are M-F, 40 hours

Geiger is an Equal Opportunity / Affirmative Action Employer