

brand addition.

Special Order Logistic Coordinator

St. Louis, Mo

Do you have experience working in the fast paced world of Promotional Marketing? Do you enjoy working in a team environment yet are a self-starter? Do you enjoy challenges and working to find solutions? If you want a career where every day is different and change is necessary on a consistent basis, then we might be the place for you!

Brand Addition is a global leader in the creative promotional merchandise arena and one of the largest promotional product suppliers in the world. Our reputation for quality, service and customer satisfaction is second to none and our impressive client list includes Google, Intel, Indeed, Edward Jones, Enterprise, HPE, and Cadillac to name a few. With annual sales in excess of \$100 million, Brand Addition employs over 400+ people globally across our 8 operations in the US, Europe, and Asia. We focus on providing ethically-sourced promotional merchandise to help some of the world's largest brands communicate their brand message on both a local and global basis.

We are looking for an individual with a passion for going above and beyond for our customers and themselves. This person will be working within the Sales Department, and must show initiative, adaptability, and ambition to succeed. Our clients expect quick, and easy solutions for their promotional requests, and we provide the tools & technologies to ensure our team members can exceed their expectations.

Areas of Responsibility:

- Prepare and issue purchase orders to vendors through our CRM tool SynCore Systems
- Resolve vendor and shipping issues in a timely manner to ensure on time delivery of goods via email and phone
- Scrub and correctly format Excel spreadsheets from our data redemption site's raw data
- Work in tandem with teammates and clients on collecting and preparing multi-location dropship orders and related data
- Have a good understanding of Domestic and International shipping requirements
- Assist Finance in resolving billing/vendor invoice variances
- Work closely with the Sales Team to ensure clients receive superior customer service, accurate orders and great communication.
- Work closely with the Shipping, Receiving, Kitting, and Embroidery departments to ensure timely and accurate order fulfillment.

Necessary Skills:

- Bachelor's Degree and/or 1-2 years business experience (Industry experience a plus, not a must)
- Proficiency in all Microsoft Office applications and customer relationship management (CRM) software
- Customer centric attitude
- Exceptional attention to detail with the ability to work collaboratively in a team environment

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- Great communication skills both written & verbal with internal and external contacts
- Fast learner with excellent problem solving skills
- Positive attitude, high energy, with a team first attitude
- Enjoy developing new skills and thrive in a fast paced environment

We are very proud of what we have accomplished, and even more excited where we are heading! If you think you are up for the challenging, yet fun path we are heading down, then please submit your resume and cover letter with why you think you would be a great addition to the Brand Addition team!