

SourcePromo Inside Sales Associate

SourcePromo is an established, top-tier packaging and promotional products distributor located in Billerica, Massachusetts, looking for a hardworking, intelligent, detail-oriented person to work in a customer service role with our growing list of Fortune 1000 clients. The right candidate will be responsible for product research, estimates, purchase orders, project management, working directly with clients, organizing external vendors, assisting with production scheduling, and e-commerce

The ideal candidate has general knowledge in some of these areas:

- Customer Service
- Wearables and Uniforms
- Promotional Products and Print Services
- Online Web Storefronts
- Graphic Design
- Warehousing & Fulfillment

Desired Qualifications:

- Highly organized with great time management skills.
- Self-driven, high energy, and outgoing personality.
- Ability to work in a dynamic team setting and excel individually.
- Ability to multi-task and prioritize clients and projects.
- Strong and professional written and verbal communication skills.
- Working knowledge of Microsoft Word, Excel, and PowerPoint required.
- 2 - 4 years of promotional industry experience (Preferred)
- Customer Service Skills
- Communication Skills
- Sage/PPAI, ASI/ESP (Preferred)
- Some knowledge of InDesign, Photoshop, and Illustrator

We offer a generous compensation plan with health, 401K, profit sharing, and paid time off. This position is flexible but not 100% remote.

Please forward your resume and salary requirements when applying for this position.