



Job Title: Promotional Products Specialist (Full-Time)

Company: The Sourcing Group

The Sourcing Group is an award-winning marketing company that specializes in providing creative branding solutions for print, apparel and promotional products that are used by companies as part of their marketing plans. Though products are important to our business, they come secondary to the great customer experience we deliver each day to our clients. We're a great fit for someone who is always learning, is creative at solving problems and thrives in a close-knit team environment.

Job Description Summary: The Sourcing Group is seeking an experienced, detail oriented and motivated individual who can be an intricate part of our internal product solutions team. The Promotional Products Specialist will be responsible for working directly with our internal team and our customers to research, source and order custom promotional products, print collateral and decorated apparel items to help our clients promote their brand. In addition, the individual will be responsible for monitoring the workflow of various projects, creating estimates, presentations and PO's, and dealing directly with suppliers as needed.

Job Location: Can be remote work depending on person's proven skills set and time zone.

So, what will you actually be doing?

- Working closely with our team to select appropriate promotional products and/or marketing items
- Working with multiple suppliers to source products and negotiate pricing to prepare presentations and write orders
- Coming up with creative ideas, products and suggestions to present to clients and/or prospects
- Create and maintain strong relationships with suppliers by following up on a regular basis
- Process incoming orders which include: placing orders with suppliers, communicating project details with the team, ensuring timely product delivery and issuing P.O.'s via internal management system
- Follow-up on orders, receive feedback, suggest improvements to create a better customer experience
- Remain current on industry trends, products and education
- Manage and correct any problems with projects and orders in a timely and professional manner

- Perform other duties as assigned such as attending tradeshow or educational seminars

Skills and requirements needed to succeed:

- **ASI/PPAI experience is a must**
- **Ability to source products through ASI software, SAGE software and thorough internet searches**
- Working knowledge of screen printing, print processes, substrates and customization options

- Proficient in all Microsoft Office applications and related computer skills
- Exceptional interpersonal, phone etiquette and writing skills.
- Excellent organizational skills, time management skills and attention to detail.
- Possesses self-management skills, a team-based demeanor, creative thinking and problem-solving skills
- Ability to work under strict deadlines while independently balancing multiple projects at once
- Strong desire to provide the highest level of customer service to clients
- Resourceful, proactive team player

Preferred experience:

- College degree preferred
- Minor knowledge of Adobe based design software programs
- Familiarity with sourcing, purchasing, sales and negotiating
- Experience working with promotional products, printing, awards and/or signs

We're looking for someone special to help with our continued success which benefits you. Tell us why you would make a great addition to our team.

Please send resumes, cover letters and references to: greg.hough@thesourcinggroup.com