

PROMOTIONAL PRODUCTS ASSISTANT/ CSR

Part-time, Remote

Boutique style distributor catering to luxury clients seeking a self-starter, work-from-home assistant.

SKILLS

- Order processing experience and start to finish
- Self-starter with great organizational skills
- Excellent interpersonal communication and ability to work with a luxury global clientele
- Make fast friends with clients mostly through email
- Problem solving experience to handle issues with vendors (quality, pricing etc.)
- Excellent English, oral and written communication skills
- Detail oriented, accomplished organizational skills and the desire to deliver under pressure and deadlines
- Flexible and a positive “can do” attitude
- Juggling multiple orders, jobs and responsibilities

RESPONSIBILITIES

- Create and maintain solid relationships with clients and vendors
- Order processing/ Order management:
 - Following jobs start to finish making sure all deadlines are met with a wide variety of printing sources while keeping clients informed on a regular basis
 - Proofing, order tracking, customer service, sales order confirmations/ approval process, shipping info, etc.
- Downloading templates, placing logos on templates and sending to the clients is a plus
- Filing and keeping track of paperwork from suppliers
- Placing reorders
- Availability for weekly meetings mostly via phone

SOFTWARE AND TECHNOLOGY

- Sage
- Adobe Suite – Light skills this is not a design position, but very helpful
- Microsoft Office – Outlook , Word, Excel,
- Google Docs is helpful
- Light Bookkeeping *this is a plus (QuickBooks)

HOURS AND OTHER INFO:

- Part time, Flexible 12-15 hours a week to start
(possibly up to 20 as the position grows
Must be able to work during regular business hours.
- Minimum 1 year experience in printing or promotional products.
- Compensation: Minimum \$20/hour - Commensurate with experience

LOCATION: Remote, USA Eastern Time Zone

SEND RESUME TO: greatfunjob37398@gmail.com