

Sales & Production Coordinator

Overview of DocuSource:

DocuSource is a leading provider of Promotional Products and Services, custom commercial Print, Posters and Signage. It serves large corporate clients in Life Science, Health and Pharma industries.

- Location: Morrisville, NC (near the RDU airport)
- Job Type: Full-time

Basic Position Overview: The candidate will:

- Work closely with the Sales Team, Customers and Suppliers
- Research products and make presentations to customers on behalf of the Sales Team
- Manage Orders from Start to Delivery; Ensure orders are executed properly and on time
- Manage multiple tasks, details and manage deadlines

Key Position Responsibilities:

Day to day activities center around Purchasing, Order Management, Communication and Coordination with Suppliers, Customers and Production. To be successful, the candidate must:

1. Be able to work independently with minimal supervision
2. Ensure accuracy of purchase orders
3. Find Solutions with a take charge attitude
4. Pay attention to detail
5. Follow-up with vendors and & customers on a timely basis
6. Possess good communication skills, written and verbal
7. Build and maintain lasting relationships

The Ideal Profile:

1. Experience: 3 – 4 years in Promotional Product industry
2. Knowledgeable and Passionate about Promotional Products
3. Detail-oriented and able to track order details accurately and effectively
4. Proven success as a self-starter, ability to work independently, and solve problems, take charge attitude
5. Values teamwork and supports team selling strategies
6. Customer-oriented mindset
7. Goal oriented with excellent time management skills
8. Ability to adapt to changes and balance competing demands
9. Proficient in Updating SKUs on eCommerce Platform
10. Proficient in ERP System like CommonSku, Microsoft Office (Teams, Outlook, Word, Excel and PowerPoint)
11. Good listener who wants to learn and is coachable