

Account Manager Support

About The Company:

“Startup of the Year” –SF Magazine

Most Innovative Company Award-Fast Company

Bloomberg BusinessWeek-Social Entrepreneur of the Year

Social Imprints is a social enterprise custom printing company offering clients a one-stop service for screen printing, promotional products, embroidery, paper printing to many of the nation's top companies including Oracle, Dropbox, Stripe, Pinterest, Adobe, Asana and Facebook.

Located in San Francisco, Social Imprints has been recognized by Business Week and Fast Company Magazines and was awarded “Start Up of the Year” by SF Weekly. We have a unique social mission: To provide higher paying jobs to at-risk adults including ex-offenders, recovering drug addicts and other economically challenged individuals.

Social Imprints is growing fast, and we are looking for someone to provide Account Manager Support. The ideal candidate should have promotional products experience and enjoy working with high tech companies.

If you are in need of a second chance or want to work for a company that makes a real imprint on the community, Social Imprints is the place for you!

What you will do:

- Provide administrative support to Account Managers
- Provide On-demand apparel and promotional product sourcing
- Create promotional product client estimates
- Create client product showcase decks
- Order blank and printed samples
- Entering warehouse, graphics, and webstore work orders
- Research UPS and FedEx shipping estimates
- Create customer development sheets
- Execute custom orders as requested by Account Managers
- Provide troubleshooting assistance for customer orders, account statuses, and relevant problems
- Stay up to date with new product and feature launches
- Perform other related duties as assigned

Must Haves:

- 2 years of Adobe Illustrator and Photoshop experience
- 1 year of Logistics experience
- 2 years of Project Management experience
- intermediate Excel skill set

What we offer:

- Competitive compensation package that includes a competitive base salary plus commissions & bonuses
- Energetic, positive, data driven work environment with a team culture that prizes excellence and commitment to company mission
- Benefit package: health, dental, employee assistance program, life insurance, 401(k). We also fund qualified employee support services, including counseling and self-improvement opportunities
- Employee Participant Incentive Plan: We recognize employees who work hard and become an intricate part of our business by sharing our company's success with them. After 9 months, an employee is eligible to receive profit sharing and incentive units in the company. In addition, all business matters, including salaries and financial documents, are conducted transparently. We demonstrate democratic work values and self-directed teams with are at the core of our business

Social Imprints is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin. **Qualified applicants who are formerly incarcerated, recovering addicts, long term unemployed, veterans, under-represented minorities' and underemployed (Based on education and experience) are strongly encouraged to apply.**

Application Instructions:

Send your resume to froi@socialimprints.com.

Job Type: Full-time

Location: San Francisco Bay Area or Remote

Salary: \$65,000.00+ /year

