

Sales Support Specialist

Qualifications

- 2-3 years of sales or administrative support experience
- 2+ years of promotional products industry experience
- Enjoy working independently and the freedom to balance multiple, parallel assignments
- Thrive in a deadline-driven environment
- Demonstrate your adaptability as new opportunities emerge and timelines change
- Proficiency in Microsoft applications (Word, Excel, Outlook, PowerPoint, Teams)
- Excellent oral, written and interpersonal communication skills
- Knowledge of and experience with basic business math
- Motivated by working in a goal-oriented, deadline-driven team with autonomy in how you work
- Ability to deliver under deadlines with a high level of accuracy
- Curious, flexible and good humored with a positive “can do” attitude
- Active participate in giving and receiving in appreciative and constructive feedback

Responsibilities

- You will be onboarded to learn the rhythm of each Sales leader and collaborate with your fellow Account Managers on an ongoing basis as new client projects roll in
- Perform product research and make recommendations
- Organize client presentations
- Create virtual samples
- Obtain pricing and prepare customer quotes
- Use your judgment to solve complex customer problems with creative solutions
- Communicate with ease and confidence about your ideas and solutions
- Develop strong relationships with Sales and Promotional Product Suppliers
- Communicate extensively with manufacturers and clients via phone and email
- Coordinate the ordering and return of samples for client presentations
- Enter sales orders
- Coordinate the client’s review and approval of proofs
- Other duties based on business needs