

Job description

SwagShip is currently looking for an enthusiastic, knowledgeable individual to support our Account Managers.

Candidates will assist Account Managers by handling daily tasks such as: product research, pricing estimates, problem solving, working with external vendors, assisting with production scheduling, ecommerce, communicating with CSR and warehouse/logistic team.

Position Information:

This position requires previous promotional products/ASI industry sales experience. Must have knowledge in printing processes (screenprinting, embroidery, promotional printing), and how they relate to the final outcome. The position requires an individual who is highly organized, nimble, problem solver, great at research, effective time management and an ability to respond quickly. The position is full time and may occasionally require extended hours of accessibility to ensure customer needs and responses are met.

Qualifications

- 3 – 5 years of sales experience in the promotional product industry experience
- Highly organized with superb time management skills.
- Ability to solve problems
- Self-driven, high energy, and outgoing personality.
- Ability to work in a dynamic team setting as well as excel individually.
- Ability to multi-task and prioritize clients and projects.
- Detail-oriented, self-motivated, and an intrinsic desire to learn.
- Strong and professional written and verbal communication skills
- Self-motivation and the ability to work remote
- Ability to research various products, find suppliers,
- Very strong communication and writing skills
- An ability to understand his/her role with a team
- Ability to adapt and learn new technologies and processes
- Bachelor's degree or higher is preferred
- All candidates must be goal-oriented, possess a strong work ethic, and a friendly demeanor.

- Our Clients promote a very positive and friendly work environment, so all potential candidates must be constructive and career-driven individuals.

Requirements:

****Must be willing to work Monday-Friday from 9:30am-5:30pm in the eastern time zone.**

- Experience in sales, customer service, marketing or business development
- Positive attitude - glass half full mentality
- Results-driven and goal-oriented
- Can work effectively in a fast-paced environment
- Thrives off of challenges
- Problem-solving mentality
- Pro Active approach
- Tech-savvy
- Sense of urgency

Primary Responsibilities

- Assist Account manager with daily tasks
- Work with sales and creative teams to offer products and services to accounts
- Work with supplier reps to know product base and proper selling features
- Work with designer to ensure artwork is suitable and printable
- Write estimates and sales orders
- Work with account manager to executive projects effectively
- Communicate with customers on order status
- Communicate with account managers on order needs and customer requests
- Communicate with CSR to move orders along smoothly
- Follow up on all accounts and customer needs
- Research products to attain best value

Reports To: Account Manager

About SwagShip:

SwagShip is a creative merchandise agency. Specializing in promotional marketing products we add value through our product development teams, ecommerce

analytics, and fulfillment programs. We believe that knowledge matters, that quality matters, that people matter, and that marketing matters.

Founded in 2013, SwagShip has grown to be a multi-million-dollar organization partnering with various clients (large and small) across the country. Within 10 years of success, SwagShip has been named the fastest growing company and one of the best places to work in the industry. As we continue to evolve and grow, we invest in new technologies and more importantly we invest in people to best fulfill our mission of bettering our customers, bettering ourselves, and bettering the world.

Find out more at www.swagship.com

Job Type: Full-time

Salary: From \$50,000.00 per year

Benefits:

- Dental insurance
- Disability insurance
- Life insurance
- Paid time off
- Vision insurance

Experience level:

- 3 years

Schedule:

- Monday to Friday

Supplemental pay types:

- Commission pay

Application Question(s):

- Are you available work Monday-Friday from 9:30-5:30pm in the eastern time zone?

Experience:

- Promo Product Sales: 2 years (Required)

Work Location: Remote