



Account Coordinator – Promotional Marketing

Summary: Are you a genuinely nice person who likes helping others? Are you a “glass half-full” person? Are you a high-achiever looking to work with other high-achievers? If so, you could be a good fit at our company.

Company Overview: Synergy Imports helps colleges and universities bring their marketing and promotional ideas to life by providing them custom imprinted products and merchandise. Our branded products are sold to schools who distribute them to students, staff, alumni and fans. We distribute everything from sunglasses, apparel and bags to drinkware, office and technology products. We find the products, brand them and get them delivered in time for the big game or event. We have worked on projects for the Men’s and Women’s NCAA Final Fours, College World Series, BCS Bowl games, NFL, MLB and NHL teams.

Synergy Imports is looking to add an Account Coordinator to our growing branded merchandise business. This key individual will assist our Account Directors in servicing current clients and helping acquire new clients.

What does the position entail?

- Identifying new product ideas within our vendor network
- Prepare product quotations
- Communicating via phone/email with suppliers and clients
- Being insanely detail oriented and organized
- Must be able to juggle multiple tasks by prioritizing and then completing them accurately and efficiently
- Collaborating with creative and production departments
- This is an in-office position - not a work from home position (we actually like each other!).

Qualifications:

We’re targeting individuals who are up-beat, energetic and fun to interact with because we are in the ‘customer service’ business and we value the customer experience like no other. Additional requirements include:

- Bachelor’s degree
- 3 years of post-college work experience in a related field (sports, marketing, sales, etc.)
- Excellent organizational skills, ability to multitask, work in fast-paced environment and meet deadlines
- Self-starter and desire to take initiative - this is crucial
- Excellent written and verbal communication skills
- Work experience in the promotional products industry or at a college or university is beneficial
- Computer proficient: Microsoft Word, Excel, Outlook, Google Docs, Sheets, Gmail, required

Hours: 8am-5pm M-F

Salary: \$50K, DOQ

About Synergy Imports:

Founded in 2007, Synergy Imports is a growing, Minnesota-based company that helps organizations market and promote themselves through the use of custom imprinted products. Some of our more than 400 collegiate clients include the NCAA, University of Minnesota, University of Michigan, Duke University, University of Wisconsin, University of Kansas, Iowa State University and the University of Arizona. For more information about our company, visit us on the web at www.synergyimports.com.

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