

Order Processing & Sales Support

Job Overview: Specialty Incentives, headquartered in Denver, Colorado, is a well-established and financially stable branded merchandise company. We are seeking a sales support person to join our team. If you are an organized, detail-oriented, and tech-savvy individual with exceptional communication and customer service skills, we invite you to be a part of our mission to delight clients and partners through outstanding support.

Company Overview: Specialty Incentives has been a leading provider of promotional products and branding solutions since 1981. We are dedicated to delivering top-notch service to our clients, sales associates, and supplier partners, setting us apart in the industry. We have been recognized by our industry trade publication using employee provided responses as a “Best Places to Work” winner.

Job Summary: As a part-time or full-time sales support person, you will play a crucial role in providing sales process support, managing promotional product orders, and assisting with general administrative tasks. Your attention to detail, proficient use of software tools, and proactive communication will contribute to our continued success.

Key Responsibilities:

- Hours: Part-time position, 9:00am – 3:30pm, Monday thru Friday. Flexible and Full-time potential.
- Monitor daily order details to ensure accuracy and timeliness.
- Manage email communication for order proofs with clients, and approvals with supplier partners.
- Troubleshoot problems with orders and proactively provide solutions.
- Assist with Ecommerce orders and stores.
- Assist with Microsoft Teams presentations.
- Professional, friendly attitude expected at all times.
- No sales are involved.

Minimum requirements: High school diploma required. Working knowledge of Office 365 is required. Experience with NetSuite and presenting in Microsoft Teams is a plus. An ideal candidate will enjoy people, have a passion for technology, and possess excellent verbal and written communication skills. Detail-oriented with the ability to multitask and maintain accuracy and the ability to collaborate with cross-functional teams. Lifting to 25 lbs. Non-smoking office.

Please submit your resume to apply.

Thank you!