



We Make It
Happen

Operations and Sales Coordinator – remote

About us:

Pride Products has been helping companies promote their brand through promotional products for over 26 years. We are seeking an **Operations and Sales Coordinator** to join our team. If you are self-motivated, highly organized and detail oriented we would like to meet you.

If interested, please provide your resume and a cover letter reflecting your interest in the role as described below:

Role:

The **Operations and Sales Coordinator** will assist multiple members of the Team in support of operations, sales, customer service and administrative functions of our business.

General Duties & Responsibilities:

- Work hand in hand with our Director of Operations on daily responsibilities that ensure the efficient operation of the company.
- Work hand in hand with our Director of Business Development to provide sales support through research and logistics for various sales initiatives.
- Assist in a variety of administrative functions for the business development team.
- Create marketing collateral, implement marketing email campaigns, manage our social media accounts.
- Assist in the administration of client programs and in resolution of customer service issues.
- Provide administrative support in various human resources tasks including promoting employee culture, hiring, and onboarding new employees.
- Develop positive partnerships with Vendors and Client Service Managers.
- Other tasks as assigned.

Qualifications:

- 2+ years of work experience in an administrative support role and experience handling many different responsibilities
- Bachelor's degree or equivalent experience
- Exceptional time management, prioritization, and organizational skills
- Tech savvy and can learn new software programs quickly
- Demonstrated ability to proactively drive projects to completion and seize opportunities to add value independently.

- Strong written and verbal communication skills
- Strong problem-solver
- Able to have an eye on the big picture while also paying close attention to details
- A positive, upbeat, enthusiastic attitude towards teammates, clients and vendors

Join Us:

This is a remote full-time position. M-F 8:30am-5:30pm EST. We offer:

- \$45,000-\$52,000 salary, depending on experience
- Health Insurance
- Paid Time Off
- Work-Life Balance: rare late-night hours or weekends.

If Interested:

Please submit your **resume AND cover letter** to bfox@pride-products.com. Share how you could be a good fit for us based on the above description.