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Administrative Asst. Immediate opening for individual with significant distributor industry experience. Remote position with flexible hours.

JOB DETAILS

* Order processing and tracking
* Project research
* Prepare Sage/ESP sale presentations
* Customer service – interface and provide timely communications with clients
* Inside sales for current clients
* Possible bill entry and invoicing if matched with your experience

REQUIREMENTS

* At least 3 years of Promotional Distributor experience
* Excellent communication, computer and time management skills
* Proficient working knowledge with Sage or ESP
* Current Supplier and Product knowledge
* Good availability during EST/Central business hours (some work may be done outside of these hours).

PREFERRED, BUT NOT REQUIRED SKILLS

* Microsoft Excel/Google Docs and/or Microsoft Office Suite
* Basic pdf editing and/or graphic design experience
* Working knowledge of QuickBooks desktop

Custom Source Marketing is a certified Woman Owned company with over 20 years of Industry experience. We deliver extraordinary branding solutions and service excellence to *awesome* clients across the nation. Become part of our team! Hourly position or salary with the possibility of additional commission/bonus for performance.

Send confidential resume to **csm.sales@customsourcemkg.com**.