

**EBC Printing and Signs
Trexlerstown PA 18087
Customer Service
Part Time Promotional Product Assistant**

Seeking a creative part-time promotional product assistant (CSR) to generate presentations, quote and purchase orders along with supporting the outside sales team. Maintaining and further building client relationships with existing accounts and help to meet monthly sales goals. Candidate should have excellent customer service, interpersonal, communication, attention to details and organizational skills. Problem solving and computer skills will be necessary.

A background in sales, marketing, and/or the Ad Specialty Industry is an added benefit.

Approx. hours are 9-2, Monday through Friday. Flexible time is available depending on workload

Interested applicants should send a resume, cover letter, and list of references to andrea@ebclv.com