
Customer Service Rep / Sales Support- Looking for *energetic, creative, fun* and *motivated* team members with a *positive can-do attitude*.

Our Culture. We provide a culture where each person can “live” their talents in a fun, team- focused environment, where reaching individual and team goals are recognized, rewarded and celebrated! Our core values of honesty, respect and service creates a positive working atmosphere where you can reach financial goals, become your best self, and enjoy what you do and the relationships you share. We work hard. We play hard. We celebrate together! Join our team!

Job Description:

- Order entry, processing, proof approvals, tracking; handle customer service related to order management
- Interface with vendors to resolve order issues
- Provide client solutions if there is an order issue
- Ensure 100% on time delivery of client order
- Verify accuracy of vendor sales acknowledgements and invoices
- Research projects and create client presentations in Sage/ESP Industry software

Required Skills:

- Excellent phone, computer, time management and interpersonal skills
- Work flexibility when needed for urgent orders
- Ability to understand client needs to create effective presentations
- Good knowledge of Promotional products and decoration techniques
- Good eye for design to evaluate proofs before sending to client for approval

Additional Value-Added Skills (preferred, but not required):

- In sales experience for developing current client base
- Basic photo/pdf editing skills, Adobe Illustrator and/or Photoshop; Basic Graphic Design
- Social Media engagement
- Misc. administrative skills
- Good working knowledge of Quickbooks desktop with or without AP experience

Compensation dependent on skills and experience. Additional commission and bonuses available for performance and sales generated from personal business contacts.

Remote PT/FT position available. **P/T** - Flexible daytime hours during 9-5 pm EST. **F/T** – Must be available to work during 9-5 EST/Central hours. Some project work can be done outside of business hours. Prefer NH, DE or NJ/PA/NY resident but not required. NW NJ office will be available for local employee if interested.

Send resume to csm.sales@customsourcemkg.com. Specify if you are interested in Part-Time or Full- Time Position when you apply.