



We have an immediate opening for and **awesome** Remote Part-Time **Sales Administrative Assistant!**

**Custom Source Marketing** is a Woman Owned Promotional company with 25+ years in the industry. 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* create a positive working atmosphere where you can reach financial goals, become your best self, and enjoy what you do and the relationships you share, all with a flexible work schedule! **Come join our team!**

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**Job Description:** - Assist CEO and the Sales team with misc. administrative duties including but not limited to: scheduling meetings, project research and support, setting up vendor contracts, maintaining CRM, creating written procedures for training, evaluating new products and marketing programs for business development.

**Required Skills:**

- Excellent phone, computer, time management and interpersonal skills
- Highly organized and detail oriented
- Good written and verbal communication skills
- Ability to evaluate processes to determine best practices to increase operating efficiencies
- Strong program experience - Microsoft Office including Power Point
- CRM Management
- Excellent knowledge of Promotional products, decoration techniques and current trends
- Strong ability to research projects and create audience specific presentations in Sage and Power Point

**Additional Value-Added Skills** (not required):

- Inside sales experience
- Basic photo/pdf editing skills, Adobe Illustrator and/or Photoshop; Basic Graphic Design
- Social Media engagement

**Position Benefits:**

- Flexible daily work schedule between 9-5, Mon -Fri. (some work can be done outside of business hours).
- Partial or Full Remote available (Casual office available in northwest NJ)
- Paid Holidays and Sick/Personal time
- Additional Compensation available (Commission and Bonus)
- Opportunities for ongoing Professional Development
- Opportunity for full time position in the future

Send confidential resume to [rblewitt@customsourcemkg.com](mailto:rblewitt@customsourcemkg.com)