

SALES SUPPORT- ENTERPRISE ACCOUNTS

Promo is a promotional product company helping companies with their promotional products, personal protective equipment and corporate gifting needs.. We build lasting impressions with the clients we serve by providing services and solutions like no other. We create a boutique experience for our clients by being attentive to their needs. We have conversations and ask questions to get to the purpose of their projects.

We work out of Illinois, Minnesota, Ohio, Indiana and Florida. Come join our team! Open to remote work.

Essential Duties & Responsibilities:

- Project management in support of your sales team
- Source out items and create presentations for proposals
- Create quotes
- Ensure accuracy of order
- Take payment and finalize the Quote into Job, SO then PO.

- Place orders with vendors

- Communicate with Sales Reps to ensure any errors get fixes and the Sales Rep is aware of the orders whereabouts at any time.
- Communicate Price discrepancies and make sure margin is at 35%. Get approval if not.
- Communicate with the Customer
 - Get proof approval
 - Provide order updates
 - Communicate possible issues and provide possible resolutions
 - Always keep the customer informed

- Communicate with the Vendor
 - Collect PI's and compare pricing

- Check the proof before sending it to the customer for accuracy (prevent back and forth)
 - Make sure the order is moving the right direction
 - Create follow ups
 - Keep the vendor accountable
- Communicate with Accounting for seamless order and payment.