



Program Coordinator

Job Summary

If you want to use your organizational and leadership skills in a role that truly impacts the success and growth of our Sales team, we want you to become our Program Coordinator! We are passionate about providing top-notch support to our internal team members and supplier partners, and we are looking for a personable, detail-oriented individual to work on our Operations Team in a fun and fast-paced environment. You will provide active support for daily activities and operations and will have the chance to develop and oversee new programs and services in the areas of supplier relations, training, and overall sales operations.

Essential Functions / Key Responsibilities

- Maintain supplier partner communication; including sales growth strategy, supplier introductions, issue resolution, and engagement opportunities
- Manage communication with Sales affiliates as it relates to supplier inquiries, partnerships, and strategic opportunities
- Coordinate weekly educational webinars; including scheduling, hosting, recording, summarizing, and distributing follow-up
- Coordinate and host weekly supplier meetings in Austin office
- Send weekly sales Leader Board using pre-created reports and Excel templates
- Maintain internal online product store; communicate with fulfillment team and place new orders as needed
- Host monthly connection meeting for sales affiliates; manage schedule, prepare presentation, and distribute recording following meeting
- Identify opportunities for sales training; update existing and create new training materials
- Create and manage supplier profiles and contacts in internal database; create and distribute supplier reports; send annual rebate collection requests
- Provide high level of customer service to sales team, vendors, and internal departments
- Support operations team with general tasks/projects related to events and programs

Job Specifications (Knowledge, Skills, Abilities)

- Clear and effective communicator; both written and verbal
- Strong organizational skills; ability to make independent judgements and set priorities
- Self-motivated to meet project deadlines
- Ability to handle multiple daily tasks; adapting to different job functions as required
- Good analytical thinking with ability to learn new applications quickly
- Intermediate – Advanced experience with Microsoft Office and Google Drive
- Ability to lift and carry approximately 50 lbs.

Pluses

- Associate's or bachelor's degree in Business Administration, Marketing, Human Resources, or related field



- Salesforce.com experience
- Project management tool experience (i.e., Asana, Hive)
- Marketing email experience (i.e., HubSpot/Pardot/MailChimp)
- Promotional Products Industry experience

Other Specifications

- Periodic travel is required for this role

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.