

Sales Support

The successful candidate will assist with sales and administrative duties as requested.

Duties:

- Developing customer quotes
- Sourcing Vendors, receiving vendor quotes
- Artwork/sourcing out artwork
- Basic Corel/Adobe Illustrator experience required
- Basic office administration tasks i.e. filing
- Customer orders and requests
- Handling customer complaints
- Light package assembly work
- Quality Assurance

Requirements:

- High School Diploma or equivalent
- Sales oriented focused; strong skills in up selling products and introducing new products to customers
- Strong verbal communication skills
- Proficient with Microsoft Office programs; good computer skills
- Strong attention to detail and possesses strong multi-tasking abilities
- Will handle and adjust to a high volume workload
- Has a keen attention to detail and a very high level of accuracy
- Will have the ability to develop a rapport quickly with customers via the telephone
- Candidates with experience ordering forms and/or a background in the printing industry is highly preferred
- Displays a pleasant phone voice
- Must be able to work independently, self motivated
- Will have basic math; spelling; and typing aptitudes and skills
- Must be flexible and adapt well to change
- Will be dependable
- Will be able to maintain a positive attitude
- Lifting up to 25lbs.
- Overtime as required

Hours: 22.5/week (3 days/week @ 7.5 Hours)

Wage: \$14.00 (TBD)

Application Deadline: June 17, 2014 at noon.

Please apply with your Resume and Cover letter outlining why you are a good fit for this position.

We thank you for your interest in this exciting opportunity; however only those selected for an interview will be contacted.