

Assistant Client Services Manager

Seeking:

Recent college graduate for entry level position. Full time Assistant Client Services Manager for a 19 year old boutique promotional products company located in Springfield, NJ. We work with companies and organizations to provide promotional products (anything with a logo) for events, tradeshow, clients, etc. It's a great industry with fun products. We will train.

Our Corporate Culture:

See our videos on our website to see what we are all about: [www.pride-products.com](http://www.pride-products.com) (In the Media/Videos). In addition, we meet every day as a company in a morning huddle to hear what is going on and learn new things, contribute ideas and bond as a team.

Primary Responsibilities:

To support the Client Service Managers in interacting with clients, developing business relationships with clients, processing orders, working with vendors, ordering and tracking samples and helping in any way necessary to support the team. That includes researching products for clients and putting together presentations, as well as covering for CSMs when necessary. Need to provide excellent customer service.

Additional administrative responsibilities may include but are not limited to: answering phones, ordering catalogs, managing mail, filing, sending out packages, and participating in special projects. May also learn how to do business development.

Skills:

Do you have an upbeat personality? Can you juggle a lot of things at once, keeping everything straight, while remaining calm? Do you like to work with people? Are you quick and comfortable on a computer, typing, researching, using excel, trouble shooting? Are you open to being trained in the Pride Products way? Are you willing to roll up your sleeves and do whatever it takes to help Pride Products? If you answered yes to these questions, you have the skill set to be successful and an integral part of the Pride Products team.

Salary and Benefits:

\$30,000 per year, individual health insurance and 14 days of paid time off.

If interested, e-mail a really good cover letter and resume to [hire@pride-products.com](mailto:hire@pride-products.com) with "Assistant Client Services Manager" in the subject line.