

Apparel Sales & Account Manager Position

Concept Design Studios is a full service marketing studio providing premium marketing products/services for small and medium size businesses. We take pride in the high quality marketing services and products that we provide to support the growth and strength of small and medium businesses.

We are seeking to hire a full time Sales and Account Representative. We are looking for someone who works well with customers, has attention to detail and can oversee client accounts and projects. Qualified individuals are likely to have a background in sales or customer service with interest in marketing and/or design.

Day to day responsibilities would include:

- Sales
 - Communicate with new and existing customers to provide product information and initiate new orders
 - Make apparel product recommendations for clients based on their desired criteria (budget, quantity, imprint method, logo/design, etc.)
- Account Management
 - Translate orders into actionable “projects” in our project management software
 - Oversee apparel orders from start to finish to ensure customer satisfaction
 - Collaborate with design and production teams to complete customer orders accurately
 - Invoicing & Estimating
 - Apparel Ordering
 - Apparel Receiving/Sorting
- Customer service
 - New client account setup
 - Respond to customer inquiries and orders through email
 - Initiate orders or schedule meetings for walk-ins and phone calls

Hard Skills:

- General Computer skills - Google Suite, etc.
- Basic sales experience
- Good written and verbal communication
- Design understanding (Adobe software working knowledge is a bonus)

Soft Skills:

- Teamwork
- Positive attitude
- Problem solving
- Initiative
- Integrity

Why work at Concept?

- Teamwork/Collaboration
- Loyal and long-term customers
- Life/work balance
- Creative atmosphere
- Great team members

On the Job Training

- Basic knowledge of our different products and departments - Marketing, Web Development, Design, Printing, Apparel, Signs, Promotional Products
- In depth knowledge of Apparel products and the sales process, start to finish

Starting Date: Position Available Immediately

Work Schedule: 9am – 5pm, Monday – Friday

Compensation: salary ^{***}(starting at 42K)^{***} DOE, Health Benefits, Advancement Opportunities