



ADVENTURE OUTFITTERS
is an Official Licensee of
BOY SCOUTS of AMERICA



[PPAI # 533556 / SAGE # 36919](#)

Job Summary -

Producer of licensed apparel and advertising specialties for the promotional products and retail markets seeks an experienced administrator to assist in sales and the execution and processing of production and customer orders.

Location – Phoenix AZ

Responsibilities and Duties -

Create purchase and confirmation orders.

Source product through Sage and other networks.

Create product & sales flyers

Communicate with Customers and vendors

Perform basic bookkeeping tasks – invoicing, packing lists, & payment reconciliation

Manage office systems, emails and digital filings

Qualifications & Skills –

Experienced with Mac OS – Microsoft Excel - Power Point – Word – Google Drive - Adobe

Strong written and communication skills.

Attention to detail while being focused and engaged in duties and responsibilities.

Ability to multi-task.

Salary / Commission

Negotiable – Commensurate with Experience

Reply w/ resume and references to -

info@aofits.com



ADVENTURE OUTFITTERS
is an Official Licensee of
BOY SCOUTS of AMERICA



[PPAI # 533556 / SAGE # 36919](#)



ADVENTURE OUTFITTERS
is an Official Licensee of
BOY SCOUTS of AMERICA



[PPAI # 533556 / SAGE # 36919](#)



ADVENTURE OUTFITTERS
is an Official Licensee of
BOY SCOUTS of AMERICA



[PPAI # 533556 / SAGE # 36919](#)