

Sales Specialist/Customer Service Rep

Big Star Branding is one of the largest promotional products companies in Texas who has large capacity in-house screen printing, embroidery and vehicle wrap departments. Big Star Branding, a certified small, woman-owned business that has been in operation for over thirty years, is located in San Antonio, Texas.

We are looking for an experienced sales/customer service specialist to join our team. Industry experience is a must for this position.

Requirements:

- Must have at least two years of experience in the Promotional Products industry
- Must have all skills listed below with references from past employers

Responsibilities

- Maintain existing accounts, develop new accounts and follow up on referrals
- Learn industry-specific software for order entry
- Communicate with our vendors to gather info for quotes
- Respond to customer queries promptly --do online presentations
- Work closely with our Art department, Production team, Accounting department and other sales team members

Skills:

- Computer skills including MS Office, Excel, Outlook – Must have an aptitude to learn new industry specific software that is used for order entry/production
- Strong communication skills (verbal and written) as well as having organizational and multi-tasking skills
- Friendly, welcoming personality - strong team player
- Detail-oriented, have a problem solving attitude and possess great follow-through practices

Job Type:

- Full Time 8:30-5:30 Monday- Friday
- Compensation – Base salary plus commission and bonuses
- Group Health Insurance, Vacation, Holidays

Job Type: Full-time

- Do you live in the San Antonio area?
- How many years of industry experience do you have?
- Would you be able to provide 2-3 job references?

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