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[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 process the execution 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 –**

**Must reside in Phoenix, Az area.**

**Must have prior industry work history**

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.

## **Salary / Commission**

Negotiable – Commensurate with Experience

**Reply w/ resume and references to -**

[alan@aofits.com](mailto:alan@aofits.com)



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