



Happy & Grateful



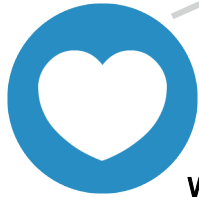
Integrity



Do you have what it takes to be the next...

Promotional Team Assistant

The focus of the Promotional Team Assistant will be to oversee a client portfolio to provide branded promotional products and apparel to grow their business. This position works closely with BNG Promo's team to deliver quotes, order materials, and move projects forward as the client's primary point of contact.



What You'll Be Doing:

- Build positive business relationships with your account base through proactive communication and prompt follow-up
- Address client questions and issues promptly and effectively
- Project management and project tracking throughout the client lifecycle
- Create and deliver project quotes
- Interfacing with Accounting Team to ensure project invoicing
- Purchase promotional material via online ordering systems
- Track order costs against quoted estimates
- Manage, upload, size, and prep logo and other graphic images
- Place logos and graphic elements to create mockups of apparel and promotional items
- Export visual renderings of finished mockups for client review
- Perform additional duties and/or tasks as assigned

Your Amazing Skills and Qualifications:

- High School Diploma or GED required
- Associates Degree in Marketing, Design, or related field of study OR 2+ years of experience in account management, project management, or related customer-facing role
- Ability to work under and meet tight deadlines while staying organized and prioritizing responsibilities and client requests
- Strong organization and presentation ability
- Exceptional verbal, written and interpersonal communication skills with active listening ability
- Meticulous attention to detail and an eye for visual design
- Not afraid to ask questions and drive issues to resolution and have an analytical mindset
- Proficient with MS Office and/or G Suite tools
- Knowledge of promotional products and services preferred
- Background in apparel decorating/logo applications on promotional apparel preferred
- Working knowledge of graphic design files, including sizing, importing, and placement of visual design elements for mockups of promotional products preferred

Creativity

Excellence



Ambition

BNG Team is an award-winning business solutions company based in Fargo, ND. We pride ourselves on building an organization encompassed by our core values. We are passionate about developing solutions for businesses that help them achieve their organizational goals.

BNG is an E-Verify and equal employment opportunity employer.