



**Title of Position:** Production Coordinator

**Duration:** Full-Time, Exempt, Permanent | Monday – Friday | 8:30 – 5:30

**Location:** Va. Beach, VA

**Reports To:** Under the general supervision of the General Manager

**Summary:**

Supports their assigned sales representative(s) and coordinates sales-related activities within the company, thereby contributing to achieving sales targets. This position plays an important role in maintaining good customer relationships by acting as an extension of the field sales force.

**Essential Functions:**

- Collaborate with Sales Team to develop creative strategies and proposals to meet client goals:
  - Employee/client incentives
  - Client/employee appreciation
  - Marketing/tradeshaw efforts
  - Employee/client recognition
- Research and source cost effective, creative merchandise, domestically and overseas
- Handle order entry, tracking and invoicing for production.
- Follow up on purchase orders to ensure deadlines are met.
- Negotiate best pricing from factory partners and ensure renewed program pricing is updated in internal systems.
- Support the Online Store team, as needed, to update online products including copy descriptions, images, and pricing.
- Act as point of contact for sales team with Brand Fuel's factory partners
- Join sales team in client meetings/pitches when needed.
- Develop speculative, targeted product samples for clients.
- Help provide responses to RFP's.
- Work directly with clients to support sales team.
- Assist with Brand Fuel's external marketing efforts such as social media, content production, event planning, marketing mailers, client gift programs, and website updates.
- Support the Online Store Team in the maintenance of updating items, pricing and virtuals as needed.
- Serve on a dedicated back up team when other support/sales staff are out of the office or workflow is high.
- Any other task or duty as assigned or required.

**Desirable Skills/Experience and Required Competencies:**

- Undergraduate degree. Concentration in accounting, marketing, or business administration a plus.
- Promotional advertising industry experience.
- Two + years of experience in a marketing, advertising, accounting, or sales environment.
- Experience working with order entry software.
- Project management and organizational skills and the demonstrated ability to work as a team player.
- Listening, Creative Thinking, Creative Problem Solving, Continuous Learning, Attention to Detail, Self-Management, Administrative and Prioritization skill sets.
- High speed processing and accurate work.
- Strong verbal and written communication skills.
- Able to collaborate, negotiate and persuade, while maintaining positive relationships with employees, peers, clients, and third-party partners.
- Sales and marketing, creative writing, or retail background.
- General understanding of accounting and basic Microsoft Excel skills is a plus.
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**Job Specifications: (which we realize are slightly curious, but they are important, nonetheless)**

- Ability to remain in a stationary position 50% of the time.
- Ability to move about inside the office to access file cabinets, office machinery, etc.
- Continually operate a computer and other office machinery, such as a cost/margin/sell calculator, copy machine, and printer.
- Frequently communicate with suppliers and clients about pricing and product information and exchange accurate information.
- Distinguish colors and assess imprint accuracies or inaccuracies.
- Vision clarity within 2 feet or less.
- Work with moderate to loud levels of music (rare heavy metal, punk and rap) and noise that is typical for the work environment.
- Ability to lift or force exerted occasionally up to 25lbs.

- Work pressures, disturbances of work flow, and/or irregularities are expected and occur on a regular basis.
- Make ongoing prioritization and re-prioritization decisions and communicate within a team.

**Application Process:**

Please visit [www.brandfuel.com](http://www.brandfuel.com). If, after review, you are interested in the promotional products industry and Brand Fuel, please email résumé: [resume@brandfuel.com](mailto:resume@brandfuel.com). Please mention who you were referred by or how you heard about the opportunity. Only qualified candidates will be contacted.

**Conditions of Employment:**

- The selected candidate will be required to pass a criminal history background check
- Job offers are contingent upon the execution of more detailed Employee, Sales, and Non-Compete Agreements.

**About Brand Fuel:**

Founded in 1998, Brand Fuel is a free-spirited brand merchandising agency and web services firm with five offices/showrooms: Morrisville, NC, Va. Beach, VA, Boston, MA, Greenville, SC and London, UK. As a full-service promotional products agency, Brand Fuel coordinates the selection, design, decoration, and production of logo merchandise for clients locally and worldwide. Since its inception, Brand Fuel has won Best Places to Work, Best Website, Best Showroom, Best National Marketing Event awards, Best Places to Work, and is recognized in the top 1% of the industry in revenues. We pride ourselves in our creative ability to help clients increase sales and raise lasting brand awareness.

*Brand Fuel provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Brand Fuel complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*