



Title of Position: Office Coordinator / Director of First Impressions

Duration: Part-Time, Exempt, Permanent | Monday – Friday

Salary Range: \$33K - \$35K

Location: Morrisville, NC (Raleigh-Durham Office)

Reports To: Under the general supervision of the General Manager and President

Summary:

The positive experience those who interact with our brand reflects upon the entire company. As the front-line member of the Brand Fuel team, the Director of First Impressions is often the first person to interact with customers, prospects, vendors, etc., face-to-face or via the phone. This first impression is an opportunity. Our Director of First Impressions is also responsible for handling all front office administration duties.

Essential Functions:

- Answer phones, help with client inquiries and route calls to employees
- Schedule virtual and in-person meetings for any of our locations
- Assist with marketing initiatives such as marketing and holiday mailings, sample program and assisting onsite at events
- Lead with producing monthly newsletter program
- Distribute mail and other packages efficiently
- Ensure reception area and office is presentable
- Perform basic reporting, filing, and admin duties
- Prepare reports, presentations, memorandums, proposals, and correspondence as requested
- Track office supply inventory and place orders as needed and as approved
- Effectively communicate with customers, management, and sales team to resolve issues

Desirable Skills/Traits/Experience and Required Competencies:

- Infectious Positive Attitude, Listening, Creative Thinking, Creative Problem Solving, Continuous Learning, Attention to Detail, Self-Management, Administrative and Prioritization skill sets
- Ability to multitask and meet changing priorities
- Experience shipping/receiving with UPS/FedEx/USPS
- Experience with Microsoft Excel
- Excellent oral and written communication and organizational skills and the demonstrated ability to work as a team player
- Ability to gather data, compile information and prepare reports/status updates to management
- Promotional marketing or similar industry experience a plus

Job Specifications: (which we realize are slightly curious, but are important, nonetheless)

- Continually operate a computer and other office machinery, copy machine and printers
- Ability to remain in a stationary position 50% of the time
- Work with moderate to loud levels of music (rare heavy metal, punk and rap)
- Ability to move about inside the office to access file cabinets, office machinery, etc.
- Frequently communicate with suppliers and clients and exchange accurate information
- Ability to lift or force exerted occasionally up to 30 lbs.
- Work pressures, disturbances of workflow, and/or irregularities are expected and occur regularly
- Make ongoing prioritization and re-prioritization decisions and communicate within a team

Application Process:

Please visit www.brandfuel.com. If, after review, you are interested in the promotional products industry and Brand Fuel, please email résumé: 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 Agreement.

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. Brand Fuel prides itself in the ability to challenge and help clients through inspiration, results and with a tenured staff of vivid minds, magnificent personalities, positive attitudes and exceptional aptitudes in the promotional marketing industry.

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.