



Title of Position: Office Coordinator / Director of First Impressions

Duration: Full-Time | Monday – Friday

Salary Range: \$35K - \$39K

Location: Raleigh, NC

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

Summary:

We want to deliver a positive, fun and meaningful experience for those who interact with our brand. As the front-line member of the Brand Fuel team, the Director of First Impressions is often the first person to engage with customers, prospects, vendors, future team members, etc. This first impression represents a wonderful opportunity. Our Director of First Impressions is responsible for handling our office administration needs.

Essential Functions:

- Answer phones, help with client inquiries and route calls
- Schedule virtual and in-person meetings for all 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
- Help with website updates
- 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
- Track office supply inventory and place orders as needed and as approved
- Effectively communicate with customers, vendors, 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
- 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, design 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 to access file cabinets, go up/down stairs, office machinery, etc.
- Ability to transport packages from one building to another using a dolly
- Frequently communicate with suppliers and clients and exchange accurate information
- Ability to lift or force exerted 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 four offices/showrooms: Raleigh, NC, Va. Beach, VA, Boston, MA, and London, UK. As a full-service branded merchandising 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 is also proud to be certified as a [B Corporation](#).

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.