

CREATIVE ✦ M C

Associate Account Executive

Creative Marketing Concepts (CMC) is looking for a motivated **Associate Account Executive** to join our rapidly growing promotional merchandising company. CMC is San Francisco's largest promotional marketing firm, twice awarded San Francisco Business Time's Top 100 Fastest Growing Private Companies. Our client base is dominated by SF's hottest startups and Fortune 500 Companies - Google, Yelp, Salesforce, Benefit, Fitbit, Bleacher Report and more. We have offices in San Francisco and Prague, Czech Republic. You will work primarily from your home office, staying connected through zoom, slack, and emails, until we are past the high-risk pandemic period. Post-Covid, you will work in our contemporary Financial District office in a supportive, fun, and collaborative office culture. Check us out at: www.creativemc.com

The **Associate Account Executive** (AAE) serves as a liaison between Creative Marketing Concepts and its clients. You will be working directly with our clients to create top quality, design-forward promotional merchandise -from fun branded giveaways, staff Patagonia jackets, to luxury executive gifts.

Experience in sales and/or account management is a must. Prior industry experience is ideal but not necessary since we have a proven, hands-on training program that will get you integrated into our operation quickly and smoothly. Ideal candidates will bring creativity and a strong design aesthetic, along with a passion for collaboration and a mindset of win-win. You must also be highly organized, a natural project manager, obsessively detail-oriented, and thrive in a fast-paced environment.

The position offers an unparalleled opportunity for personal and financial growth – you must be driven to succeed. This position offers a base salary plus commission. Excellent benefits (PTO, Holidays, Medical, Vision and Dental Insurance, and a 401k employer match)

RESPONSIBILITIES:

Business Development

- Establishes consultative and trusted relationships with clients; develops partnership by strategically planning and managing future needs; and consistently exceeds expectations
- Manages entire lifecycle of each project, anticipating and removing any obstacles, actively communicating throughout, and obtaining project completion satisfaction feedback

- Manages assigned accounts to enhance relationship with regular communications; provides updates on new product trends and inquires about existing opportunities and future needs
- Coordinates with shipping to send catalogs and/or other promotional merchandise to every qualified lead
- Elicits client feedback and acts as internal advocate for the clients to management and teams; communicates regularly with the clients to evaluate satisfaction and value delivery

Sales Deliverables

- Wins new accounts by referrals and/or calling to generate opportunities with prospective clients on a daily bases; produces opportunities/leads at a rate of 5 per day or 25 per week
- Collaborates with potential and existing clients and presents creative promotional solutions; prepares quotes, contracts, sales information and secures desired business
- Secures an average of 2 sales contracts per day, creates an average minimum revenue level of \$14,000 per week or \$700,000 in sales per year, at an average gross profit level of 40%
- Creates error-free purchase orders and contracts in Salesforce; maintains client information such as all quote documentation with accurate pricing and configurations

Sales and Project Management

- Actively manages every stage of orders in process to ensure adequate inventory levels, vendor requirements are met, each stage of production occurs in a timely manner and quality products are delivered on time
- Works with the internal creative and design teams; coordinates client's style guide that produces effective art for job production; generates camera ready proofs for client approval
- Displays professionalism/work style that demonstrates maturity and seasoning with clients, new business prospects and teams
- Develops and maintains expertise and advanced knowledge on all vendor's product offerings
- Conducts, develops and delivers sales meetings and presentations in a professional and effective manner

COMPETENCIES / REQUIREMENTS:

- Bachelor's degree preferred or equivalent experience
- 2 or more years' experience in account management and project management
- 1-2 years of inside sales experience preferred
- Must be highly motivated and have an internal drive to win
- Advanced organizational skills and attention to detail and accuracy – experienced in complex project management
- Advanced skills in MS Office, CRM (Salesforce, preferred)
- Solid acumen with numbers, analytic and strategic thinker
- Personable and responsive, with exceptional verbal and written communication skills
- Strong work ethic, success-driven and business acumen
- Creative and persistent problem solver
- Interested in professional and financial growth with a desire to learn
- Enjoys working in a fast-paced environment working with others and independently
- Professional maturity and presence
- Can-do and service-oriented approach and enthusiasm for all projects at hand

We have a vibrant, diverse and supportive culture and are looking for the right person to join our team. While we work hard, we have fun (cooking classes, high-tea parties, holiday fun and happy hours parties).

To Apply:

If you feel this could be right for you, please provide the following to this email address: CMCCareers1@gmail.com; please put **"Associate Account Executive"** in the subject line.

- Resume
- **Cover Letter** (*tell us your story as it relates to this job at CMC*)
- Salary requirements

We are an Equal Opportunity Employer

Warehouse Associate

We are seeking a conscientious, detail-oriented **Warehouse Associate** for full time employment (part-time is an option) at our Sacramento Warehouse.

We abide by strict safety Covid-19 standards in the workplace, including social distancing, wearing masks at all times, handwashing and sanitizing. Employees must have their temperatures taken before entering the warehouse.

The **Warehouse Associate** is responsible for all aspects of warehouse functions including the receiving, storing, handling, kitting, shipping and preparing of product for customer delivery while maintaining the warehouse in a safe and orderly fashion.

For the full-time position, the hours of work are Monday through Friday, 8:30 a.m. to 5:00 p.m. Occasional overtime is required.

This position is eligible for: healthcare benefits, paid time off, paid holidays, and retirement plans. The hourly wage is \$14.75 - \$15.75 an hour.

Responsibilities:

- Receive, unload and place incoming inventory items appropriately
- Check, verify and fill customer invoices
- Inspect products for defects and damages
- Examine ingoing and outgoing shipments
- Pick, pack and kit orders accurately to be shipped timely
- Organize stocks and maintain inventory
- Assist in maintaining an organized warehouse space
- Abide by all company safety and hygiene regulations
- Contribute ideas on ways to improve or optimize warehousing procedures
- Keep warehouse clean and organized daily

Skills:

- Basic computer skills in MS Office (Word and Excel)
- Must be able to lift up to 35 lbs.
- Experience with shipping; use of Federal Express Manager, desired
- Able to speak and write English
- Experience in a warehouse, desired; experience with online shipping processing and

documentation, is preferable

- High school diploma or GED required
- Be able to identify product by size, type, style, color or product code
- Solid reading skills – must be able to read orders/match orders on shipping tickets to items picked
- Basic math skills and reasoning skills
- Ability to understand and execute instructions
- General understanding of the warehouse and footprint
- Teamwork oriented
- Values and exhibits ethical conduct

To Apply:

If you are qualified and interested, please tell us why you are the best fit for the job AND submit your resume to us at: CMCcareers1@gmail.com; please put “Warehouse Associate” in the subject line.

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