



JOB DESCRIPTION

Job Title: Director of Promotional Products

Facility: Brooklyn Park

Department: Manufacturing Support

Reports to: Director of Purchasing and Manufacturing Support

SUMMARY

The development, growth, and management of the Promotional Products area. This person is responsible to work with the Manager of Purchasing and Manufacturing Supplies to develop overall goals and direction for the department, and then provide the leadership and direction for the promotional products area to implement and accomplish those goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Responsible for re-establishing preferred suppliers as needed.
- Assist existing sales staff at developing this business within existing accounts.
- Hire staff as appropriate as the business grows.
- Establish department goals and objectives.
- Manage the purchasing and invoicing function for the department.
- Develop training to educate promotional product sales staff, customers, and prospects on company capabilities.
- Quote/estimate projects for customers or account executives.
- Attend trade shows offered by industry suppliers and ASI/PPAI.
- Works closely with marketing and creative departments to promote product line to customers.
- Investigates and evaluates target business markets on an ongoing basis, becomes and remains knowledgeable about trends within those markets through trade publications, industry contacts, and trade shows.
- Manages and negotiate favorable pricing with suppliers.
- Develop and manage ENPOINTE's Promotional Products website.
- Understand your role in the companies Quality Management System regarding ISO.

QUALIFICATIONS

- High school diploma or equivalent.
- Senior sales level experience in the promotional products or printing/graphics industry.
- BA/BS in marketing, business administration, or related field desired.

PHYSICAL REQUIREMENTS

- Constant working on computer and sitting.
- Occasional lifting 50+lbs, pulling, pushing, bending, reaching, kneeling, stooping and climbing ladders or stairs and operating mechanical equipment and motor vehicles.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)