



OUR SERVICE IS OUR **ONLY** CONTRACT

Administrative Assistant – Sales Support for WM Apparel

Role

In this full-time role, the Administrative Assistant – Sales Support will report to the Apparel Sales Manager. The Administrative Assistant completes tasks to support the completion of customer orders such as setting up artwork, creating company online stores, and assisting the Apparel Sales team with customer inquiries.

Responsibilities

The administrative assistant will assist with answering customer questions and removing barriers to order completion, create pre-production artwork proofs and screen print films, as well as order supplies such as patches and transfers. They will create and manage company online stores, enter quotes and orders as needed for Apparel Sales Representatives, and learn how to effectively interact with the Apparel Sales Team and customers to ensure timely and accurate order completion.

Skills & Values

This position requires high attention to detail, excellent interpersonal skills, good problem-solving skills, and the ability to multitask. The individual will also strive to fulfill the company values of honesty, integrity, excellence, and relationships.

To learn more please apply online via the Employment Interest form located on our website or send your resume to HR@wmuniform.com.



407 West 17th Street, Holland, MI 49423



wmuniform.com



800.878.8770



wmu@wmuniform.com