Warwick Publishing, a promotional products manufacturer of calendars, greeting cards and event folders in St. Charles, IL is looking for an experienced Distributor Support/Customer Service Representative. Printing background a plus.

Salary commensurate with experience; company paid benefits/401K.

Responsibilities include:

Handle incoming phone calls and e-mails

Answer customer questions and provide price quotes

Work with customers to finalize customization details and artwork on orders

Work with appropriate departments to expedite orders and resolve customer issues

Troubleshoot and solve customer problems

Establish and maintain customer relationships

Qualifications:

Must have 2 or more years of office environment promotional products experience

Must possess strong communication skills and be able to deal with customers in a professional manner

Must have a positive attitude and be a team player

Must be detailed-oriented and well organized

Please e-mail resume to resume@wpcpp.com.