



Title of Position: Online Services Assistant

Duration: Part-Time, Non-Exempt, Permanent | Monday – Friday | Flexible

Location: Morrisville, NC (Raleigh-Durham Office)

Reports To: Online Services Manager

Summary:

Supports the Online Services Manager and coordinates online store-related activities within the company. This position plays an important role in creating and maintaining online stores for some of our largest clients. This position will also assist with daily customer service related functions on an as needed basis.

Essential Functions:

- Creation and uploading of Excel files.
- Data entry to update various databases.
- Updating product files when there are changes.
- Request virtual images from vendors.
- Request quotes as needed.
- Work directly with clients to support online services team.
- Serve as a back up person when other online services staff are out of the office or workflow is high.
- Any other task or duty as assigned or required.

Desirable Skills/Experience and Required Competencies:

- Prior Data Entry Experience is required.
- Intermediate experience with Excel.
- Project management and organizational skills and the ability to work as a team player.
- Strong verbal and written communication skills.
- Ability to work independently with minimal supervision.

Job Specifications: (which we realize are slightly curious, but they are important, nonetheless)

- Make ongoing prioritization decisions and communicate within a team.
- Work pressures, disturbances of work flow, and/or irregularities are expected and occur on a regular basis.
- Ability to move about inside the office to access file cabinets, office machinery, etc.
- Continually operate a computer and other office machinery.
- Ability to remain in a stationary position 50% of the time.
- Distinguish colors and assess imprint accuracies or inaccuracies.
- Work with moderate to loud levels of music (rare heavy metal, punk and rap) and noise that is typical for the work environment.
- Ability to lift or force exerted occasionally up to 25lbs.

Application Process:

Please visit www.brandfuel.com. If, after review, you are interested in the promotional products industry and Brand Fuel, please email résumé: allisonm@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 Agreements.

About Brand Fuel:

Founded in 1998, Brand Fuel is a specialty advertising, promotional products, and web services firm with two offices/showrooms: on the edge of North Carolina's Research Triangle Park and downtown Norfolk, Virginia. As a full-service promotional products agency, Brand Fuel coordinates the selection, design, decoration, and production of logo merchandise for clients locally and worldwide. Since its inception, Brand Fuel has won Best Places to Work, Best Website, Best Showroom, Best National Marketing Event awards, Best Places to Work, and is recognized in the top 1% of the industry in revenues. We pride ourselves in our creative ability to help clients increase sales and raise brand awareness.

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.