



Customer Relationship Specialist – Packaging & Manufacturing

Growth Opportunity for an experienced and highly-professional customer service expert with 3+ years' experience.

Are you self-motivated? Enjoy a fast-paced dynamic work environment? Want to learn more about sustainable and eco-friendly packaging? Then [Elevate Packaging](#) may be ideal for you.

Let's Make a Difference Together! Our motto is "Changing Packaging, For Good!"

ABOUT YOU:

- + Friendly and clear communications with follow-up and confirmations.
- + You enjoy a professional, dynamic, exciting, fast-paced work environment.
- + Detail-oriented precision to get specifications right the first time
- + Loves to serve and help others. Thrilling clients with quick and responsive service and communications, even in challenging and high-pressure situations.
- + Highly motivated, accountable, career-oriented person, curious about improvement
- + You are driven to build your career and be rewarded for your outstanding results & performance.

RESPONSIBILITIES:

- + Attracts potential customers by answering product questions; suggesting information about other products and services.
- + Offer sustainable packaging and label solutions and ideas to meet their needs
- + Prepare price quotes, invoices, purchase orders and process payments
- + Maintains updated info on product, supplier, inventory and customer data
- + Pick, pack and ship orders and prepare shipment of goods to customer
- + General help in other business areas as expected in a small business

QUALIFICATIONS:

- + Positive attitude. Enthusiastic about helping grow this exciting sustainable business, and creating positive change in packaging and labels
- + 3+ years Customer Service experience in Print, Converting, or Packaging.
- + Highly organized and detail-oriented
- + Resourceful Self-starter; Takes initiative; Finds ways to solve problems.
- + No-Excuses mentality
- + Driven to succeed in an entrepreneurial environment
- + Responsive communications (we respond within 20 minutes to all inquiries)
- + MS-EXCEL, QuickBooks, and eCommerce experience is a plus

BENEFITS:

- + Competitive Salary and Benefits
- + Growth and Advancement Opportunities
- + Positive and Friendly Culture with Integrity and Professionalism
- + Passionate and Talented Teammates
- + Industry-leading Sustainability Experts. We provide training and mentoring on the sustainable packaging business and products

COMPANY INFO:

ELEVATE PACKAGING is the leading source for sustainable packaging solutions and branding. Trusted experts in creating eco-friendly brand experiences with recycled, compostable, and recycle-friendly packaging, boxes, bags and labels. We cultivate a positive and fun culture. We love helping businesses learn about the newest sustainable packaging solutions!

For immediate consideration, please send resume and cover letter to jobs@elevatepackaging.com, with subject *Customer Relationship Specialist*.
No phone calls, please.