

## **Paid Account Management and Sales Support Trainee at Prominate Inc.**

Company: Prominate Inc.

Host company homepage: [www.prominate.com](http://www.prominate.com)

Duration of training period: 18 months

Start Date: Start dates are flexible based on candidate's schedule with summer and fall positions. Applications are being reviewed continuously.

Compensation: Stipend of \$1,000/month

Location: Atlanta, GA

Application Deadline: 07/31/2019

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APPLY THROUGH: <https://sacc-usa.org/trainee/positions/us/>

### **About the host company**

- Prominate:

Prominate is a global merchandising and promotional product development company with regional expertise. We are a global joint venture (licensee model) with over 70 offices worldwide that employs over 2,100 people. We have a highly successful track record of implementing management and service of promotional materials to well-known international organizations such as Castrol/BP, Siemens, Pirelli, American Express and Pepsi-Co.

- Global Execution, Local Implementation:

Prominate has headquarters in London, Germany, and Australia, as well as several satellite offices around the world. We operate globally, but in a local way. Our operations are driven by speed, agility, and are optimized for local markets, and our structure ensures that our regional partners and shareholders maintain a vested interest in the company.

- Prominate Inc.:

Our US Office consists of a team of designers, merchandisers, marketers, account managers and e-commerce experts who work together to deliver an amazing customer and brand experience. This team provides services to help brands connect with people where work and life happen, and excels in executing custom products, incentive gifts, web-shops with considered UX, identity apparel with style and substance, and B2B solutions and e-commerce.

## **Job Description**

Prominate's Atlanta, GA office is now looking for talented and driven young professionals in a fast-paced environment to help grow the business in the USA. We are seeking candidates who are unafraid to roll up their sleeves and dig in where we need them. Primary tasks include (but are not limited to):

- Assisting with sales and sales administration
- Giving/creating presentations
- Following up with clients/vendors
- Data administration
- Assisting with web shop development, as well as actual accounting assistance.

You will be doing these tasks in a fast-paced global environment with many stakeholders in multiple time zones.

## **Required Skills**

We are looking for customer-service minded individuals who believe that the "customer is always right" and who understand the importance of timely communication. Candidates must be organized and have strong computer software skills, presentation skills, and communication skills, as they would work with multiple teams and functions in many parts of the world. Experience in business management, marketing, Microsoft Excel, Microsoft PowerPoint, Adobe Photoshop, and/or Adobe Illustrator preferred. Also need to be eligible for the J-1 Visa; Swedish/Finnish citizen/resident (requirements for J-1 Visa here: <https://sacc-usa.org/trainee/for-trainees/requirements-costs-areas-of-training/>).

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