

**Job Title: Campus Marketing Representative**

**Part Time & Full Time: 8:00 a.m. - 5:00 p.m.**

**Salary: \$8-\$12 Hourly (DOE)**

As a Campus Marketing Representative, you will be responsible for managing relationships with our largest and most valued customers. Not only will you have the opportunity to become an expert on our product lines, but you will also be working hand-in-hand with our Sales, Customer Service, Technical Support, and Marketing teams to resolve customer service and delivery issues for our clients. You will also have the opportunity to manage internal initiatives and projects to help take our business to the next level. Our team values dependability, commitment, and teamwork.

**Responsibilities:**

The key responsibility of the Campus Marketing Rep (CMR) is to visit current accounts and introduce our contract to new buyers and end users. The CMR would meet with end users to distribute marketing materials, and coordinate campus activities. CMR's field order inquiries to the correct internal departments as they meet end users who may have questions regarding Office Supplies, Furniture and Technology Products. You will work closely with Customer Service who can help you search for product, provide pricing, place or amend orders, as well as tracking order status.

**Minimum Requirements:**

- High School Diploma with Excellent written & verbal communication skills
- Personal transportation and valid driver's license
- Enthusiastic attitude and strong work ethic
- Extensive personal computer (PC) and Internet skills
- Ability to work independently and quickly absorb complex problems to effectively communicate solutions
- Able to demonstrate courtesy, tact, diplomacy, good judgment and professional conduct when communicating in person, by telephone or via email
- Excellent attendance with Solid work history
- Able to pass a criminal background check and reference checks

**Preferred:**

Customer Service Experience preferred

**Today's Service Standard:**

Established in 2003, Today's Business Solutions formed a unique partnership with OfficeMax. Today's is a minority owned independent office supplier headquartered in Houston, Texas. Our sales and service excellence is built around a professional staff of efficient and knowledgeable individuals who are ready to assist our customers with all their office needs. We offer a comprehensive benefits package including medical insurance, vacation days, personal time, scholarship programs and more... We hope to add you to our team!

**Email resume to [info@tbstx.com](mailto:info@tbstx.com) or fax to 713-861-8638**

**Today's is an equal opportunity employer and promotes a drug free environment.**

**Applicants must be eligible to work in the United States.**

