



## **Junior Account Manager/Production Assistant**

### **Job brief**

We are looking for a passionate candidate to work in a cross-departmental role with our sales team and our production team. This is an entry level opportunity for someone looking to begin a career in sales, marketing, and/or account management.

The successful candidate will work with the sales and marketing team, as well as the production team, to onboard new customers and ensure customer success.

### **The Company**

Postalgia is an innovative robotics company that uses proprietary technology to create handwritten cards and envelopes. The Company is located in Markham, Ontario, and can be found online at [www.postalgia.ink](http://www.postalgia.ink).

### **Responsibilities**

- Receive customer data, artwork, and messaging.
- Lay out customer artwork on design templates.
- Custom Graphic Design work at customer's request
- Clean and correct customer data and prepare it for production.
- Create customer proofs and receive customer approval.
- Work with the production team to schedule customer orders.
- Assist the production team with the successful completion of customer orders, or any other tasks as required by the COO.
- Keep customers informed of the progress of their orders.
- Assist the marketing and sales team with any other tasks as required by the CEO.

### **Requirements & Assets**

- Articulate written and verbal communication skills.
- Familiarity with graphic design tools an asset.
- Familiarity with Microsoft Excel and Google Sheets an asset.
- Strong interpersonal skills and ability to work as part of a team
- Ability to learn how to use new software tools



Please email [leor@postalgia.ink](mailto:leor@postalgia.ink) with your resume.