**Corporate Gifts Coordinator**

**Location: Pine Brook, NJ (On-site)  
Job Type: Full-time | Monday to Friday**

**At Leuchtturm Gruppe USA, we believe exceptional products speak volumes — and that the right gift leaves a lasting impression. As the Corporate Gifts Coordinator, you’ll help bring premium branded stationery and lifestyle products to businesses, teams, and events across the country. You’ll be the link between client vision and beautifully executed results.**

**This is a unique, hands-on opportunity to grow within a company rooted in craftsmanship, precision, and timeless design. Our brands include LEUCHTTURM1917, known for iconic notebooks and planners, as well as Semikolon, Stilform, and others.**

**The ideal candidate will thrive in a fast-paced environment, be highly organized, and enjoy guiding customers through thoughtful gifting solutions. This is a full-time, on-site position with growth potential.**

**Key Responsibilities**

* **Coordinate and manage corporate gift orders from initial inquiry to final delivery, including vendor communication and production timelines**
* **Serve as the liaison between internal sales teams, clients, and external partners**
* **Recommend products and decoration options tailored to client needs, brand identity, and budget**
* **Maintain accurate records of customer interactions, sales activities, and reporting data**
* **Support trade show participation and industry events as needed (some travel required)**
* **Contribute to a collaborative, customer-focused, and design-minded team environment**

**Qualifications**

* **High School Diploma or equivalent (Associate’s or Bachelor’s degree preferred)**
* **1–3 years of experience in a sales support, customer service, or project coordination role**
* **Familiarity with Photoshop, Canva or design software is a plus (useful for visualizing client projects)**
* **Proficiency in Microsoft Office (Excel, Outlook, Word)**
* **QuickBooks experience is a plus**
* **Strong communication and organizational skills**
* **Interest or background in promotional products, design, or branded merchandise is a plus**
* **Ability to manage multiple projects and timelines independently**

**Benefits**

* **Competitive salary**
* **401(k) with company match**
* **Health, dental, and vision insurance**
* **On-the-job training and professional development opportunities**
* **Opportunity to work with premium international brands in a fast-growing division**

**Additional Information**

* **Work Location: Pine Brook, NJ**
* **Work Hours: 8-hour shifts, Monday to Friday**
* **Remote Work: This is an on-site position. Reliable commute or relocation required.**