



Position Duty Description: Event Specialist/Sales

General Overview of the Position:

This is a full-time office position. Associate will need the ability to be at a desk and computer during the workdays. Occasionally, with advanced notice, Associate will be asked to go to networking events, bridal shows, and sponsored events that are outside the regular work hours.

Responsibilities may include, but are not limited to:

- Assisting clients either in person or via phone
- Answering phone calls
- Placing rental orders for customers
- Assisting with office tasks
- Assisting with showroom displays and set-ups
- Keeping up-to-date with various social media
- Help marketing at sponsored events

Qualifications needed:

- 1-3+ years of Customer Service
- Ability to lift 20-30lbs
- Proficiency with Microsoft Office, particularly Word, Excel, & Outlook
- Strong writing & speaking skills
- Ability to type a 10 Key
- Detail-oriented
- Adaptability in a dynamic and task-changing environment
- Positive outlook

Nature of the Work:

To help customers plan small-scale events from planning stage to production stage by recommending rental equipment and accessories that will assist the customer in meeting their rental needs. Communicating the rental equipment and services contracted to all department managers or supervisors accordingly so that all event details are covered and understood. Coordinating outside services when requested by customer.

Sample Tasks & Activities:

- Work with customers to schedule onsite survey inspections, and help design event plans either by hand or by computer
- Avoid overbooking equipment by communicating with written and verbal details
- Recommend changes to price list, brochure, or company catalog to Sales Supervisor
- Provide written event price estimates according to established procedures
- Prepare contract and obtain signature and deposit
- Communicate all event details with internal staff to ensure a smooth event
- Contact customer two days prior to event to verify delivery and pick-up times, and coordinate any necessary changes
- Follow up with customer per company policy
- Maintain updated event reservation files

- Network with other industry professionals
- Shop the competition to maintain competitive prices and learn ways to improve services
- Maintain open communication with management and make recommendations for purchase of new inventory items
- Assist in store advertising, and creating store promotions and displays –including external displays- per the direction of the Sales Supervisor
- Keep wedding decorations and notebooks current, fresh, and professional
- Keep sales floor clean, properly stocked, and displayed correctly
- Report safety violations to Supervisor
- Fill in for other positions, when necessary, for smooth operation of the business
- Adhere to all company policies, procedures, rules, and regulations in either written or verbal format
- Comply with government safety requirements and other regulations and security in store
- Attend department, company, and safety meetings
- Perform other duties as requested

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