



Rentals Coordinator

Lower Mainland – Delta, BC

Status: Full time

Remuneration: Competitive Annual Salary+ Extended Health Benefits

SW Event Technology is British Columbia's leading audio visual event services company, with a successful track record of providing high value event support and technical expertise to thousands of events each year. SW was created in 1989 since that time, expanded its operations in western Canada in 1991 with the acquisition of Showtime Event & Display, a leading trade show management and supply agency

Job Summary

Rentals Coordinator for Showtime Event & Display is the principle point of contact for event equipment (carpet, drape, furniture ect) rentals throughout the Lower Mainland. They will communicate with existing and new clients to determine rental needs and provide advice on the best choices for equipment from our extensive inventory. Rentals Coordinator will be responsible for all aspects of the sale, delivery/installation and invoicing of event equipment on small rental contracts.

Working location will include our office/warehouse in Delta (Annacis Island) and also time spent visiting (delivering and picking up) various locations throughout the Lower Mainland. A company vehicle (cargo van, 1 ton, 3 ton or 5 ton) will be provided to transport rental equipment.

Duties

- Create event delivery documentation as necessary; including spreadsheets, signage, floor plans, and any other relevant show information
- Communicate clearly and concisely with clients to determine their needs
- Distribute, input, update and maintain all client files and records
- Communicate internally with management team regarding equipment, delivery vehicles and rental support employee scheduling
- Managing requests from clients and sales managers
- Provide sales literature & information to prospective clients
- Assist in the sales activities of small projects as required
- Conduct necessary customer follow-up communication to ensure client satisfaction
- Responsible for invoicing and other book-keeping related tasks as instructed by the accounting department and senior management
- Leading a small team (1-4 people) to deliver, install and pick up rented equipment (carpet, drape, furniture)
- Other Duties as Required

Qualifications

- 1-3 years Combined Experience in Administration, Operations, Customer Service
- Experience in Rentals Management is Considered an Asset
- Valid Class 5 Drivers Licence Required
- Recent Driver's Abstract Must be Provided
- Experience Driving 3 ton, 5 ton Box Trucks is Considered an Asset (driver training will be provided)
- Ability to Lift Up to 50 LBS
- Proficient in Using MS Office Programs and G-Suite Programs
- Experience Using Flex and Draft Site is Considered as Asset (training will be provided)
- Ability to Multi-task, Work Independently and Manage Time Effectively
- To apply please provide a resume and cover letter.

