

JOB TITLE: Event Rental Office Manager

HOURS: Full-Time

LOCATION: Baton Rouge, LA

The largest established event rental company in Baton Rouge is looking for an individual to oversee the day-to-day operations of the office and support staff. This individual must be highly organized and have the ability to multi-task, working under fast paced conditions.

JOB ACTIVITIES:

- Taking rental orders over the phone from companies, individual, brides, etc. which may require multiple follow up calls with changes and scheduling requirements.
- Generating invoices for all deliveries and pickups, maintaining the most up-to-date information from our customers.
- Scheduling meetings for individuals to view equipment and rental items and detail their events.
- Must have the ability to handle all aspects of customer service from clients as well as vendors.
- Works with operations director on scheduling and timing with customers in order to facilitate this high volume fast paced position.
- Must have the ability to use email. Much of the communications of this job is email based and must be versed in good communications to respond to numerous prospective customers seeking price quotes. Must review all emails while responding or redirecting as needed.
- Handles collections and accounts receivable on all deliveries as well as items picked up from our location.
- Works with POS system and accounting system posting payments and preparing financial deposits. Work directly with owners, offering suggestions and executing policy to ensure accounts receivable is manageable.
- Maintain and tracks inventory on all office supplies (i.e.: printer ink, paper, pens, staples, envelopes, stamps, cleaning supplies, etc.) notifying and preparing purchasing list to achieve par levels to ownership and management.
- Assist with Human Resources by screening candidates, maintaining new hire packets and completed paperwork, tax forms, and corresponding with our insurance company for approval on driving positions.
- Manages and coordinates pickup and return items ensuring quantity, quality and payment. At times may be required to assist customers in loading and unloading.
- Maintain healthy relationships with clients, vendors, and co-workers.
- Attend meetings as required.
- Responsibilities are not limited to this description and can be changed at the discretion ownership and management.

REQUIRED SKILLS:

- Working understanding of all rental equipment or inventory.
- Detail-oriented, organized, excellent phone skills and multi-task capable.
- Must be willing to work longer hours as needed during busy season or high-volume times.

PREFERRED SKILLS:

- QuickBooks
- Microsoft Outlook
- Microsoft Excel
- Knowledge of Point of Rental® is a plus