

JOB DESCRIPTION

| Position Title | Department | Reports to |
|---|--|----------------|
| Rental Inventory Specialist | N/A | President |
| Employment Status | FLSA Status | Effective Date |
| <input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time | <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt | April 1, 2018 |

POSITION SUMMARY

The Rental Inventory Specialist, is responsible for ensuring all rental items are in working condition, ready for deployment and stored in their appropriate location. Must be self-managed with little to no direction from supervisor on repetitive task. Must be able to handle multiple event logistics at a given time. Must be resourceful, an independent thinker, and self-sufficient as well as self-motivated.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Responsible to help with prepping rental orders are ready to go out.
- Responsible for all aspect of incoming rental items once order is returned
- Ensure linens, napkins and other fabrics are commercially cleaned and pressed as appropriate
- Communicate in an effective and professional manner with all clients and coworkers
- Ensure all rented items and supplies are returned from the client and checked in within one business day
- File appropriate documentation for all items not returned or damaged
- Organize, maintain and appropriately complete and file rental documentation
- Ensure rental items are organized and stored in their appropriate location
- Answer phones in a professional and courteous manner and route as appropriate
- Work closely with other appropriate staff to ensure a seamless experience for our customers
- Performing other work-related duties as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High school diploma; Associates or bachelor's degree preferred
- Previous experience working in the rental industry is a plus
- Strong computer and internet skills including all MS Office suite (Word, Excel, Outlook, PowerPoint) required
- Must be a self-starter with excellent interpersonal and communication skills with a talent for customer service
- Must be efficient with strong attention to detail
- Must have strong customer support orientation (for internal/external customers), demonstrated professional demeanor, and the ability to maintain confidential information
- Must have strong skills and ability to demonstrated ability to work independently and exercise sound judgment and problem solving

- Ability to prioritize tasks, exercise sound judgment and confidentiality with sensitive information
- Excellent communication and interpersonal presentation skills

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must be able to climb and descend multiple flights of stairs on a daily basis, while carrying items. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate. This position spends most of their time standing or walking during their entire shift.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.