

Event and Party Rental Professional

Job description: Looking for a FUN & REWARDING job ~ planning weddings & special occasions! Look no further! Apply with For Your Occasion Event Rentals!

Responsibilities

- Planning & organizing special events, weddings, milestone celebrations and more!
- Achieve your client's goals for their event or wedding
- Customer support including answering incoming calls/emails, discussing customer needs & recommending suitable rentals for the event
- Event Sales are an important part of the FYO business and culture. Meet monthly revenue goals throughout the financial year
- Own your numbers by forecasting and having a keen understanding of sales numbers and reports
- Build a rapport with venues, event coordinators, and other related businesses
- Site visits to event locations to confirm layout and measurements for tents
- Working in tandem with the Operations Team to ensure flawless execution for ALL events
- Proactively engage in outbound sales strategy/activity in an effort to grow event sales
- Demonstrate excellent written and strong communication skills to understand and identify customer needs and communicate value
- Computer knowledge - proficiency & accuracy required
- Learn and maintain in depth knowledge of our services and offerings
- Manage time effectively and adapt quickly to changing priorities
- Accurately entering quotes, reservations in computer ~ emailing customers keeping them informed about their rental
- Fill, load & unload party rental items including linen, tableware, concessions, etc
- Organizing & maintaining accuracy of party rental inventory
- Manage social media platforms
- Developing market segments and soliciting new customer relationships while maintaining existing relationships
- Be an active member in the community, chamber, and local networking opportunities and is also responsible for being a positive role model in both social media formats and public forums by being active and showing consistent participation in all public-facing opportunities
- Handle customer concerns in a professional manner
- Willingness to pursue certification as a party and event rental professional

Qualifications

- Able to cultivate a positive environment
- Excellent Microsoft Office Suite, communication and presentation skills
- Detail-oriented with the capability to oversee all aspects of the business and multiple areas simultaneously in a fast paced environment
- Proactive Attitude
- History of sales success
- Can-do Attitude
- Strong business acumen

Benefits

- Pay: \$14.00 - \$16.00 per hour plus commission (based on experience)
- Employee discount
- Paid time off (Holiday and earned PTO)
- 6-8 hour shift
- Monday to Friday
- Some Weekend availability (based on events)