



Inside Event Designer

Full-time

Must be available to work occasional after-hours and weekends, if needed

Our Inside Event Designer is responsible for event décor designs, handling incoming calls, and working along side sales team members. He/she is a vital member of the team responsible for start-to-finish event décor designs, maintaining and growing Cre8ive relationships, ensuring profitability, responding to client design inquiries, and providing solutions, as needed.

Primary Responsibilities:

- Answer and field client design calls and requests
- Greet and assist all incoming visitors at our showroom
- Develop and create event décor designs via Powerpoint
- Create, design, finalize, and follow-up on assigned event décor designs with both clients and inside sales team members
- Educate clients on available rental products/services to meet event design wants and provide solutions, as needed
- Assist all team members with a variety of event décor design needs, and event requirements

Required:

- Customer Service experience
- Experience or training in event design, interior design or similar
- Experience in Microsoft Office, especially PowerPoint
- Strong attention to detail and multi-tasking abilities
- High-Level of Professionalism
- Ability to work within teams and one-on-one with clients
- Ability to keep to deadlines and think outside of the box
- Must be motivated and able to work with minimal supervision
- Exceptional verbal and written communication skills
- Excellent time management and problem-solving skills
- Interior Design and Sales experience, a plus
- Bilingual, a plus

Two Ways to Apply for the Above Position:

- Go to <http://www.cre8iveevents.com/careers> ; fill out the form indicating which position you are interested in the message section, attached your resume/cover letter (pdf), answer the question, and click send.
- Send in your cover letter and resume indicating which position you are interested in. Please address to Jayne and email at Jayne@cre8iveevents.com or fax to 480.840.0303.

Cre8ive is Arizona's premier, full-service event rental company. Woman owned, Cre8ive provides superior service for a wide range of rental solutions nationwide. No event is ever too small, too detailed, or too unique for our team. With our on-site set event managers, detailed layout designs, complete space planning, and hard to find, innovative products; we will exceed your expectations. We are start-to-finish offering high-end products from tables, chairs, linens, flatware, glassware, tents, décor, lighting, catering equipment, power & sound, lounge furniture, and everything else in between. We are the trusted partner of leading event planners, caterers, event venues and hosts nationwide.

Cre8ive Event Rentals is an Equal Opportunity Employer.

