



## Inside Sales Account Executive

Full-time

Must be available to work occasional after-hours and weekends

*Our Inside Sales Account Executive is responsible for handling incoming calls, event rental proposals, and assisting other sales team members. He/she is a vital member of the sales team responsible for maintaining and growing Cre8ive relationships, ensuring profitability, responding to client inquiries, and providing solutions as needed.*

### **Primary Responsibilities:**

- Answer and field client and vendor calls
- Greet and assist all incoming visitors at our showroom
- Assist with filing company and event documents
- Develop and create office mood boards via Powerpoint
- Create, write, finalize, and follow-up on assigned event rental proposals, agreements, and requests
- Order and coordinate all subrentals requests for events
- Educate clients on available rental products/services and provide solutions as needed
- Assist all sales team members with a variety of requests, needs, and event requirements

### **Required:**

- High School Diploma or equivalent (GED)
- Customer Service & Inside Sales experience
- Event and Event Rental Industry experience, a plus
- Experience in Microsoft Office
- Strong attention to detail and multi-tasking abilities
- High-Level of Professionalism
- Experience in Quick Books, a plus
- Ability to work within teams and keep to deadlines
- Must be motivated and able to work with minimal supervision
- Exceptional verbal and written communication skills
- Excellent time management and problem-solving skills

### **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 Tracy and email at [Tracy@cre8iveevents.com](mailto:Tracy@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.

