

**Title:** Inside Sales / Customer Service Representative – Cre8ive Event Rentals

**Company Overview:** Cre8ive Event Rentals is a leading special event rental company specializing in providing high-quality event rentals and service for a wide range of special events, including weddings, corporate events, social events, and more. We take pride in delivering exceptional customer service and ensuring memorable experiences for our clients.

**Job Summary:** We are seeking an organized and detail-oriented sales & customer service representative to join our team. The ideal candidate will play a pivotal role in supporting the administrative functions of our sales efforts, ensuring efficient communication and outstanding customer service.

**Work Location:** This position is required to work in an office. This is not a remote opportunity.

**Responsibilities Include:**

**Administrative Support:**

- Manage and maintain office operations, including handling phone calls, emails, and inquiries.
- Maintain accurate files, including quotes/reservations and subrental orders.
- Coordinate with various departments to ensure seamless communication and workflow.

**Customer Service:**

- Provide excellent customer service to clients, addressing inquiries and concerns in a professional and timely manner.
- Assist clients in selecting appropriate event equipment and services based on their needs.
- Collaborate with the sales team to process orders accurately.

**Event Coordination Assistance:**

- Support the event coordination team by assisting in logistics, including equipment rentals, deliveries, and pickups.
- Coordinate with vendors and suppliers to ensure timely delivery and quality service.

**Administrative Documentation:**

- Prepare and maintain various administrative documents, including quotes, reservations, and reports.

**Qualifications:**

- Proven experience in administrative roles, preferably in a similar industry (event planning, rentals, hospitality, destination management, etc.).
- Excellent organizational and multitasking abilities, with strong attention to detail.
- Proficient in MS Office Suite (Word, Excel, Outlook) and familiar with database management systems.
- Strong communication and interpersonal skills.
- Ability to work efficiently in a fast-paced environment and adapt to changing priorities.
- Customer-oriented mindset with a dedication to providing exceptional service.
- Knowledge of inventory management practices is a plus.

**Benefits:**

- Competitive salary and commission structure
- Health insurance and other benefits

- Opportunities for professional growth and development
- Collaborative and innovative work environment

If you're passionate about creating extraordinary events, have a knack for sales, and thrive in a dynamic, customer-focused environment, we'd love to hear from you. Join us in delivering exceptional experiences that leave a lasting impression!

This position offers an exciting opportunity to be part of a dynamic team in the special events industry. If you are passionate about delivering exceptional administrative support and contributing to memorable events, we encourage you to apply.

Please send resume/CV and cover letter to Jayne Vatcher at [jayne@cre8iveevents.com](mailto:jayne@cre8iveevents.com)

Cre8ive Event Rentals is an equal opportunity employer committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.