

**ALL OCCASION PARTY RENTALS**  
**5301 Longley Lane #A-14**  
**Reno, Nevada**  
**775.828.4999**  
**www.AllOccasionRentals.com**

**Accepting Applications:**

**Full and Part Time Inside Sales Assistants**

**Increase your salary as you increase your knowledge and take on more responsibility**

## **Inside Sales Assistant**

### **Listing Info**

All Occasion Rentals is the leader in the Event Rental Business. Our customers include all the names in the entertainment business.

All Occasion Rentals is looking for an energetic and reliable Inside Sales Assistant for our Santa Ana location. This position will work closely with our other sales representatives, assisting customers to complete orders in our showroom and over the phone, and resolve any customer issues. Qualified individual must be customer focused, detail oriented, multi-tasker and experienced with computers. This position does require work on Saturdays and Sundays.

### **Requirements**

- Excellent prior experience in customer service, sales or sales support
- Self-motivated with the ability to quickly learn new procedures and processes
- Clear understanding of the demands and pressures required to succeed in a service intensive business
- Excellent interpersonal skills, with the ability to interact with customers and communicate with all levels of staff
- Proven time management and organizational skills
- Prior catering, event planning or other hospitality experience or education a huge plus

### **Local, Qualified Applicants Only**

Please send cover letter and resume with salary history. Resumes will not be considered if not accompanied with salary history. No phone calls please.

We will respond only to candidates we wish to invite to an interview.