



NOW HIRING!!! --
Event Coordinator / Customer Service / Inside Sales

Compensation: Depends on experience and eagerness to learn more and take more responsibilities

Hiring Immediately Full Time and Part Time positions available

If you like helping people - this job is for you!!!!

Mature Person Wanted immediately... **NON SMOKER ONLY**

All Occasion Rentals - Reno's leading Reno Event Company is currently looking for a dynamic, customer focused individual who thrives in a creative, fast paced environment.

Fill out an application ~ Work schedule Monday through Friday 8:30a-5p with alternating Saturdays and Mondays

You will be driven by providing our client's with the ultimate experience from the concept of their event to the very end. We want passion, dedication and someone who shine when being the first and last point of contact between our company and our clients. You have to be a detail oriented team player with strong interpersonal and organizational skills with a respect and focus on quality. You must be able to take multi tasking to a new level as you will be managing multiple projects simultaneously - not an easy feat for most people. We are NOT looking for a regular ho hum people - we are looking for extra exponential, the upper crust person to join our team. Office Attire: slacks and blouse

Please call or text 775-287-1834 for Confidential Conversations

In the day to day you will:

Provide top notch support to our outside consultants such as catering professionals and corporate account coordinators.

Develop strong interpersonal relationships with clients by acting as a liaison between clients and sales coordinator, assisting with event design as needed.

Prepare accurate job proposals for clients

Be the first point of contact for all new clients who call or walk into our showroom.

Enter orders accurately in our Rental management software and follow up with clients' orders and quotes in a timely manner.

Build knowledge of extensive inventory and learn appropriate applications.

No two days are the exact same. You will NEVER be bored at this job.

NOTE: This is a confidential listing - Only speak with Mike Parmento regarding this position.

Job Requirements:

Outgoing personality, helpful person, Multi Tasker, an organizer - and very organized person