



3312 Klondike Rd, West Lafayette, IN 47906 * 765-423-5541 * dspencer@midwestrentalsinc.com

FRONT DESK SALES / ASSISTANT TO LEAD MECHANIC:

Position Tasks Include, (but no limited to:)

- ◆ Greet customers with a smile, with excitement in your voice
- ◆ Answer phones and process phone orders / reservations
- ◆ Up sale our services and rentals equipment
- ◆ Maintains a clean showroom with clean equipment and stocks shelves with retail merchandise
- ◆ Assist the Lead Mechanic with filing & orders parts per request
- ◆ Keeps inventory records for the shop, orders supplies as needed per supervisor
- ◆ Keeps records of service on rental equipment and trucks
- ◆ Keeps shop and dock areas clean from clutter and trash
- ◆ Helps get equipment ready and tagged for pickup according the reservation report
- ◆ Communicates with supervisor / manager

Nature of Work:

Ability to service customers in a polite, friendly, professional manner whether in person or on the phone. Recommend rental equipment and accessories to customers to best meet their needs. Must demonstrate attention to detail in daily tasks. Tasks can be physical, employee may be required to help load and unload equipment

Working Conditions:

Most of the work will be done in general office / shop desk setting. Employee will be exposed to outside elements at times. Work is fast paced and demanding during peak rental seasons. This job requires frequent stooping, crouching, bending, lifting, lowering, reaching, twisting, pulling, pushing, carting and carrying.

Education, Skills & Requirements:

- ◆ A high school diploma or equivalent GED is preferred but not required
- ◆ Must be able to lift 50 lbs. (when helping in the shop)
- ◆ Computer knowledge is preferred. We supply training on rental software
- ◆ Maintain a clean, well kept appearance
- ◆ Must have full range of motion and dexterity
- ◆ Must be able to understand and follow written and verbal instructions
- ◆ Maintain cooperative working relationship with co-workers

SEND QUESTIONS AND /OR RESUMES TO DEIDRE SPENCER: dspencer@midwestrentalsinc.com