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## Inside Sales Coordinator / Entry Level Event Planner

### Position Tasks Include

- Primarily responsible for assisting walk in customers.
- Work with Event Coordinators and clients to provide on-site survey inspections and design event plans.
- Assist in planning weddings and large events.
- Recommend changes to the price list, brochure and company catalog to Director of Sales.
- Provide written event price estimates according client's needs.
- Produce a computer-generated layout of event.
- Follow up with client per company policy
- Network with other industry professionals.

### Nature of the Work:

Assisting walk in and call in customers. Recommend rental equipment and accessories to assist client in meeting their event needs. Communicate the rental equipment and services contracted to all department managers to ensure all details of the event are covered. Coordinate outside services when requested by client.

### Working Conditions:

Most of the work will be done in general office conditions. You will be exposed to outside elements while conducting site inspections and overseeing coordination of events. Work is fast paced, demanding and very rewarding.

### Education, Skills & Requirements:

- Must have high school diploma or equivalent GED.
- Must maintain a professional personal appearance.
- Must possess sales and customer relation skills.
- Computer knowledge is preferred. Training on rental software will be provided.
- Must pass company drug screen.
- Must maintain an acceptable attendance record.
- Must have a full range of motion and dexterity.
- Must be able to provide, understand and complete instructions furnished in written, oral or scheduled form.
- Maintain a cooperative working relationship with co-workers.

Send questions or resume Jordann O'Leary: [olearyj@midwestrentalsinc.com](mailto:olearyj@midwestrentalsinc.com)