

**PartySavvy**  
**4315 Old Wm. Penn Highway**  
**Monroeville, PA 15146**  
**412-856-8368**

## **Sales / Event Rental Consultant**

### **Nature of the work**

To assist customers in planning rental equipment needs for their event in a polite, friendly and professional manner, whether in person or on the telephone.

### **Position Tasks & Activities**

- Assist customers on the phone and in the store in planning equipment needs for their events; educate them about our products, services, and rental terms.
- Entering orders in the computer and working with the customer to build and update order as plans progress.
- Understanding inventory availability to insure maximum rentals as well as exploring other options (sub-renting or purchasing new equipment) to provide all of a customers' rental needs.
- Process cash and credit card payments as well as make change and issue credits.
- Follow up with customers who do not return equipment when it is due.
- Finalize orders that are returned.
- Solve problems; handle customer complaints and special requests.

### **Other Duties**

- Assist with maintenance of showroom; this includes maintaining and changing showroom displays, keeping shelves cleaned and stocked, light duty cleaning, etc.
- Work on special projects that come up from time to time.
- Packing and checking rental orders prior to delivery or customer pickup.
- Check in linen orders that are delivered to us by our linen service; sort them by customer order and stage them for delivery or customer pickup.
- Fill in for other positions when necessary for the smooth operation of the business.
- Maintain tracking spreadsheets as orders are created and deleted.
- Perform other duties as requested.

## **Working Conditions**

Most work will be done indoors with limited exposure to outside elements. The job requires constant interaction with the public, and other members of our staff. Staff members need to be prepared to stand for long periods of time.

## **Education, Skills, & Requirements**

- High school diploma, minimum
- Prior sales experience not required, but helpful
- Must possess typing and computer skills
- Must maintain a professional personal appearance
- Must be able to use mathematics to solve problems
- Must maintain an acceptable attendance record
- Must maintain a cooperative working relationship with co-workers.

## **Qualities**

- Friendly, outgoing personality
- Cooperative – works well with others
- High standards
- Self starter / shows initiative
- Articulate

## **Reports to**

Operations Manager

## **Schedule**

We are open Monday – Friday from 9 AM – 5 PM. If full time, you will typically be scheduled for five days per week.

This Job Description is a general overview of some of the tasks that our sales consultants will be doing at PartySavvy. This document is not meant to be an offer of employment, or a contract. It is a guide to assist the applicant.