



Job Position: Event Specialist

Department: Sales

Reports To: Sales Operations Manager

JOB SUMMARY:

As an Event Specialist at our event rental company, you will be responsible for planning and coordinating event rentals to ensure successful and memorable events for our clients. Your role will involve working closely with clients to understand their needs, managing event logistics, and ensuring the timely delivery and setup of rental equipment. You will also provide exceptional customer service and support throughout the event planning and execution process.

JOB RESPONSIBILITIES:

- Primarily responsible for planning of and on-site coordination of events
 - Work with clients to provide onsite survey inspections and design event plans
 - Coordinate obtaining any necessary permits for the event
 - Resolves inventory conflicts on quotes before clients approves
 - Discuss event design with sales staff
 - Communicate all event details with internal sales staff to ensure a smooth event
 - Maintain open communication with sales staff and management to make recommendations for purchase of new inventory items
 - Produce computer-generated layouts of the event
 - Assist in maintaining and updating price list and recommend changes to Sales Operations Manager
 - Provide written quotes according to established procedures
 - Contact clients prior to the event to verify delivery and pick up times and coordinate any necessary changes
 - Follow up with the client post event
 - Maintain updated record of event inventory and event equipment reservation files
 - Assist in store advertising per the direction of the Sales Operations Manager
 - Maintain, design, and update theme packages with Event Planner
 - Assist with creating store promotions and displays
 - Adheres to and enforces all company policies, procedures, rules and regulations in written or verbal form
 - Perform other duties as requested
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SKILLS:

- Knowledge of standard Microsoft office suite (word, excel, outlook, etc.)

- Ability to work well independently, incorporate suggestions and to meet deadlines
 - Good team player to fit into the HTE company culture
 - Strong knowledge of Internet & how to utilize technology efficiently
 - Must be comfortable working sitting down and on a computer for long hours as work will be performed in both an office setting and outside as needed and may be exposed to the outside elements.
 - Ability to work some nights and weekend work as business needs
 - Preference given to event, rental or hospitality industry experience
 - Must be able to lift/move approx. 50-70lbs
 - A high school diploma or equivalent GED is preferred but not required, preference given for associate or bachelor's degree
 - Ability to multi-task priorities and manage time proficiently
 - Excellent written and verbal communication skills and ability to interpret directions in written, oral, diagram or schedule form
 - Attention to detail and have strong customer service focused mentality
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BENEFITS:

Our company offers a comprehensive benefits package designed to support the well-being and professional growth of our employees. Benefits include company paid health insurance, (medical, dental, and vision), a 401(k) retirement savings plan with company match, paid time off (vacation, sick leave, and holidays). These benefits reflect our commitment to creating a supportive and rewarding work environment.

Our company is an equal opportunity employer, we celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran.