

## JOB POSTING DETAILS

<b>Employer</b>	Service Rentals & Sales Ltd. (Service Rentals & Sales Ltd.)	<b>Job Type</b>	RI
<b>Job Title</b>	Counter Attendant	<b>Duration</b>	Full Time
<b>Job ID</b>	11537	<b>Location</b>	Sault Ste. Marie
<b>Date Posted</b>	October 5, 2021	<b>Closing Date</b>	October 31, 2021

### Job Overview - Description & Duties

Service Rentals & Sales is looking for a Rental/Service Counter Attendant.  
 Immediate opening for the right candidate.  
 Competitive Compensation Package based on experience.

We thank all those who apply for this position but only those selected for an interview will be contacted.

If you enjoy being mechanical, and learning to operate equipment, this is the perfect job for you. Experience with lawn/garden and construction equipment a big advantage-but not required, we will train.

#### Job Responsibilities

- Determines/understands customer needs through questioning and qualifying; provides alternative equipment suggestions to customers if appropriate.
- Places equipment orders by obtaining customer information (checking customer account or obtaining credit application for new customer); finalizes details about when, where and what equipment is required; selects equipment/merchandise from inventory and places the rental/purchase order in the computer system (including cash rentals)
- Secures equipment by checking availability of equipment with shop (performs research to determine when unavailable equipment will become available); Administers rental contracts (new and existing) including on and off rental dates, rates and all ancillary charges, amendments, suspensions (ensuring prompt collection of equipment), terminations (ensuring all ancillary charges are made), filing of contracts and related paperwork, and checking invoices and credit memos against contract files
- Assist the Service Department by sourcing parts, creating Purchase Orders and submitting orders to Vendors; Receiving orders and contacting the appropriate department when parts arrive.
- Handles customer complaints in a professional manner in order to resolve the complaint to the satisfaction of the customer and Service Rentals & Sales Ltd.
- Supports sales and marketing efforts by forwarding sales leads and incoming inquiries to the sales staff, and acting as a liaison for marketing in respect to product promotions
- May be responsible for other tasks, including stocking and maintaining store showroom merchandise, loading and unloading equipment, dispatching, timekeeping, and/or performing basic maintenance to equipment

### Required Skills

- Knowledge of construction equipment, small engine and power tools an asset
- Minimum 1-2 Year experience in Customer Service
- Purchasing Experience an asset
- Charismatic Personality
- Team Player
- Strong Computer Skills
- Able to take direction
- Possess a valid driver's license.

### Other Requirements

NA

**How to Apply**

Please email resumes to [stephanie@servicerentals.ca](mailto:stephanie@servicerentals.ca)