



Job Title: Rental Coordinator

Department: Rental Department

Reports To: Rental Manager

Position:

The Rental Coordinator will be primarily responsible for assisting the Rental Department with administrative duties to fill customer orders and coordinate rentals for material handling equipment.

Main Duties:

- Answer rental calls and assist customers in a timely manner with setting up rentals and assisting them with inquires.
- Locate equipment required to fill customer orders.
- Prepare all rental, demo and loaner contracts and delivery schedules.
- Responsible for approving and accurately processing vendor invoices.
- Responsible for rental invoicing, checking contracts set to bill, confirming accuracy of invoices, and mailing/processing them.
- Responsible for handling and processing Purchase Orders.
- Manage and maintain an accurate in-house rental equipment inventory. Track and log inventory notes via in-house computer software program.
- Coordinate rental hauling with Rental Manager, drivers, and outside haulers.
- Maintain updated insurance certificates for all rental customers.
- Create DocuSign's for contracts, returns, sales deliveries and transfers.

Note: Employee may be assigned other duties as needed by management to meet the ongoing needs of the organization.

Requirements:

- Customer service focused.
- Knowledge of material handling equipment is valued.
- Ability to multi-task and work in a fast-paced environment.
- Organization and attention to detail is a must.
- Proficient in Microsoft excel and word.

Excellent Benefits:

- Medical, Dental, Vision and Prescription Plan
- 401k with partial company match
- Voluntary Short- and Long-Term Disability Insurance
- Voluntary Life and Accident Insurance
- PTO (Paid Time Off)
- Paid Holiday's

*Revised 09/2023