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E V E N T
E X P E R I E N C E

C O M P A N Y

The Event Experience Company is an event company specializing in event rental, design and planning services. We are always looking for energetic, motivated people to join our team who have a passion for events and working with people. If that is you we would love to talk further.

Job Title: Inside Sales

Position Reports To: Sales Manager

Position Result Summary: Create an excellent customer experience by providing support through daily customer service. The person in the position should be honest, outgoing, independent, and organized with a passion for events. Experience in customer service, weddings, events, design and project management would be preferred. Computer skills including Microsoft Office, Google, and all major social media is required.

Work Conditions: Position requires constant interaction with co-workers and with the public. A combination of indoor work assisting clients in showroom and outdoor work assisting clients during events will be expected.

Key Functions

1. Front Line Customer Service
 - a. Answering Phones
 - b. Greeting Customers
 - c. Asking questions to qualify client rental needs
 - d. Referring clients to Event Specialists for larger events
 - e. Prospecting activities to attract new potential clients
 - f. Using internal computer system
 - g. Collecting payment
2. Inventory Knowledge
 - a. Learn details of top 50 rental items.
 - b. Be able to direct a client to the proper items to meet their needs
3. On Site Event Service
 - a. Be on site for large events to assist with client needs
 - b. Take marketing photographs during events
 - c. Communicate with operations staff during install and strike of large events
4. Facility Management
 - a. Assist in design and decoration of Design Showroom
 - b. Assist in upkeep and cleanliness of Design Showroom

making memories