



Midway Business Center
1971 Midway Lane, Suite E
Bellingham, WA 98226
360.393.3654
info@bellinghameventrentals.com
www.bellinghameventrentals.com

Event Rental Specialist (Part-time/Seasonal)

About Us:

Bellingham Wedding & Event Rentals is a team of professionals providing party rental equipment for weddings, events, private parties, corporate parties, non-profit organizations, and all kinds of other events, large or small.

Job Description:

Bellingham Wedding & Event Rentals is seeking one highly organized, energetic, eager to learn, self motivated individual for the 2024 party rental season! This individual will be a fundamental part of our team, gaining knowledge of our rental inventory, delivering exceptional service, and creating unforgettable experiences for our clients! Your responsibilities will include assisting customers in selecting the perfect rental items for their events, such as tents, tables, chairs, linens, and accessories. As an Event Rental Specialist, you will have the opportunity to work with a diverse range of clients helping them achieve their event rental objectives by providing expert guidance.

Additionally, you'll collaborate with our warehouse and delivery teams to coordinate rental orders and logistics to ensure accurate and timely delivery of rental items. To excel in this role, you should have excellent communication skills, a positive attitude, and a passion for events and celebrations. Previous experience in customer service or event planning is preferred but not required.

Please note that this is primarily not a creative role. The key markers of success for the Event Specialist are logistics and customer experience. This position does not oversee venue rentals and does not require being on-site and in attendance at client events. This position is specifically Associate will need the ability to be at a desk and computer during the workdays, assisting in the warehouse, helping customers load rental orders into their vehicles. Occasionally, with advanced notice, Associate will be asked to go to networking events, bridal shows, and sponsored events that are outside the regular work hours.

This is an office & warehouse job in a professional environment. If you are passionate about events and enjoy working with clients to drive success, we would love to hear from you.

Job Duties: As an Event Rental Specialist, you will be the main point of contact for clients seeking event rental services. Your responsibilities will include:

- Answer phone calls and emails
- Consult with customers both in our showroom and over the phone
- Provide quotes and inventory information to customers
- Manage rental contracts, invoices, and payments, ensuring timely and accurate processing
- Work efficiently alone and as part of a team
- Communicate with internal teams, including warehouse staff and delivery drivers to ensure seamless execution of rental orders
- Light cleaning and some inventory prep is required
- Be willing and able to assist customers with loading and unloading rental items
- Occasionally go to jobsites to take pictures of inventory/events
- Provide exceptional customer service throughout the rental process, addressing client inquiries, resolving issues or concerns, and ensuring client satisfaction
- Warehouse Support; includes cleaning, washing, wrapping, counting, testing and packing rentals as needed
- Event Support; you might help with small deliveries of rentals

Essential Qualifications:

- 1-3 years customer service experience
- Availability to work Monday through Friday
- Proficient with computers (Microsoft Outlook, Word, Excel, etc.)
- Very strong interpersonal skills
- Very strong organizational skills
- Strong attention to detail
- Professionalism and honesty
- Strong writing & speaking skills
- Able to communicate effectively with customers and co-workers
- Ability to multitask and not get overwhelmed and stay organized
- Learn and retain information quickly
- Accept direction
- Assist with maintaining inventory and cleanliness of office
- Positive attitude and professional demeanor
- Neat and tidy tendencies
- Responsible & Punctual
- Driver's license and your own transportation is required. Dependability is important.
- Ability to lift 10-30lbs
- Drug and tobacco free environment; must pass test

What We're Looking For:

We are looking for someone who is reliable, on time, dedicated, and passionate about getting the job done. The successful candidate will have a strong mix of organization and project management skills and be a clear, effective communicator. Attention to detail is critical to this position. We are looking for a go-getter that can multitask in a fast-paced environment. This would be a great job for someone who works well independently and is great dealing with all types of people.

The ideal candidate will take pride in quality, detail oriented work and take personal responsibility for making sure each order is properly created. We take pride in our inventory and strive to impress every customer with quality items and outstanding customer service. This position is ideal for a college student or someone seeking a flexible schedule during the winter months with more hours during the summer. The right candidate will thrive in our small, local-owned business. Fun and exciting opportunity!

Additional Information;

We really strive to provide a flexible and accommodating workplace
Part time position will be approximately 10-30 hours per week
Part time hours are VERY flexible during the school year/winter months
All positions may include weekend work (negotiable)

Compensation: Starting pay is \$18.25 per hour. Part-time/Seasonal position will start immediately and go until Oct 1st.

Benefits:

Employee discount
Flexible schedule
Paid training

Apply by email:

info@bellinghameventrentals.com

I have received this job description. I believe I am fully capable of performing all items and tasks listed above and meet all the necessary qualifications.