



CUSTOMER SERVICE INSIDE SALES/RENTAL COORDINATOR

Lift Works, Inc. – Saint Charles, IL

Lift Works, Inc., a fast-growing rental company, is offering an exciting opportunity for an Inside Sales Rep who is ready to grow their career. We are searching for qualified and ambitious individuals to assist with increasing revenue and profitability, while providing superior customer service.

Full time employment for a busy office environment. Looking for a self-motivated, and multi-tasking candidate with communication and listening skills. Construction equipment knowledge preferred, not necessary will train. Fast paced environment.

DUTIES:

Maintain proper inventory controls on rental fleet equipment.

Gathers information from customer for information for orders

Reserve equipment for rental or sale.

Help track lost rental deals and assists sales management in marketing efforts.

Help schedule pick-up and delivery of equipment as needed.

Take care of walk-in customers including writing rental contracts.

Provide information to salesmen, customers, and third-party re-sellers regarding rental rates and availability of inventory.

Assist with compilation of digitized images of equipment for use by sales force.

Assist in monitoring shop repairs and makes recommendations.

Follow up on completed repairs.

Spot-check equipment prior to delivery, to ensure good operating condition and record prior damage.

customer relations, sales and rental of equipment

Additional Responsibilities will include:

Establishing new rental and sales accounts by providing exceptional customer service to call-in and walk-in customers

Processing rental quotations, reservations, contracts, and invoices in compliance with company policies

Maintaining a sufficiently stocked, presentable, and clean showroom

Ensuring customer satisfaction with all inside and outside branch staff

Coordinate and track daily equipment pick-ups and returns with the branch dispatcher

Excellence in this challenging and rewarding position paves the way for advancement into our outside sales and operation manager roles.

Qualifications: To be qualified, the ideal candidate must have a strong ability to multitask in a fast-paced environment, excellent interpersonal communication skills, a keen attention to detail, and knowledge of Microsoft Office applications.

Lift Works, Inc. is an Equal Opportunity Employer of women, minorities, protected veterans and individuals with disabilities.