

SOUTHERN EVENTS

PARTY RENTAL COMPANY

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Position Title: Office Coordinator

Southern Events Party Rental is a full service party rental company based in Franklin, TN, known for our distinct rentals, personalized service and happy clients. Our goal is to create a friendly, family-like atmosphere within our small business, client-centered environment. We are seeking an Event & Office Assistant that fits our culture, will be a team player and can support our growing company.

We are looking for someone to work approximately 40 hours per week. You will be required to work Monday – Friday at our office in Franklin, TN with some occasional weekend work.

We offer a competitive hourly rate with opportunities for job growth including employment benefits. Please email your résumé and a brief paragraph about yourself to jill@southerneventsonline.com. Applicants of all ages are encouraged to apply. We will respond if you qualify for an interview.

We are looking for someone who:

- Maintains a cheerful, helpful and patient personality at all times.
- Maintains a professional personal appearance.
- Has superior customer service and communication skills.
- Has excellent attention to detail and organization skills.
- Has the ability to work with all types of people, multi-task and adapt to a variety of situations.
- May have experience in marketing, sales, events, customer service or office administration.

Position Tasks & Activities:

- Answer incoming phone calls and inquiries.
- Greet clients for showroom meetings or clients picking up or returning rental items.
- Support sales team, including working with clients on their events and acting as a liaison between the sales team and warehouse team.
- Enter and update client orders using Point of Rental.
- Maintain filing for contracts and other event paperwork.
- Manage inventory and ordering of office supplies.
- Assist in maintaining the cleanliness and overall appearance of office, common areas and showroom.
- Additional marketing and administrative duties as needed.

Education, Skills & Requirements:

- High School Education
- Solid Computer skills, specifically Microsoft Office. Training on invoice and rental software will be provided.
- Pass company background check.