

SUN RENTAL CENTER

Position Title: Inside or Outside Sales Representative

Position Tasks & Activities:

- Rents equipment or arranges for provision of service to customer.
- Prepares rental forms and contracts, obtains customer signature and other information as required.
- Maintains daily contract file.
- Computes charges based on rental or service rate.
- Explains rental fees and provides information about rented items, such as operation or description.
- Collects deposit or payment or records credit charges by maintaining customer charge file daily and balancing daily sales receipts.
- Answers telephone and receives orders by phone.
- Recommends items to customers that meet their needs.
- Reserves items for requested time and maintains rental reservation file.
- Updates/calls overdue list daily and alerts supervisor of overdue contracts.
- Cleans showroom and equipment. Arranges showroom displays. Keeps shelves organized, stocked and clean. May also clean customer restrooms.
- Inventories retail sales merchandise and advises supervisor of low levels of merchandise.
- Assists customer with the loading and unloading of equipment when necessary. May also need to demonstrate safety features and operational features of the equipment.
- Resolves customer problems.
- Report safety violations to supervisor.
- Adhere to all company policies, procedures, rules and regulations in written or verbal form.
- Comply with government safety requirements and other regulations and security in store.
- Attend department, store and safety meetings.
- Perform other duties as requested.
- Perform same job requirements as Yard Service Personnel.

Nature of the Work:

Must be able to service customers in a polite, friendly and professional manner whether in person or on the telephone. Must assist them with reservations, contracts, questions, register transactions and order adjustments. Must be able to process cash and credit card payments, as well as make change and credits.

Working Conditions:

Must stand for long periods of time. Work will be indoors and outdoors with exposure to outside elements. The job requires constant interaction with the public. May have exposure to chemicals, including but not limited to gasoline, diesel fuel, propane, kerosene and cleaning solvents.

Education, Skills & Requirements:

- A high school diploma or equivalent GED is preferred but not required.
- Must be able to lift approximately 70 lbs.
- Must maintain a professional personal appearance.
- Must possess sales and customer relation skills.
- Must be able to use mathematics to solve problems.
- Must speak English clearly and write legibly. Ability to speak another language is a plus.
- Must pass company drug screen.
- Valid drivers license and clean driving record
- Must maintain an acceptable attendance record.
- Must be able to provide, understand and complete instructions furnished in written, oral or scheduled form.
- Maintain a cooperative working relationship with co-workers.
- Must be able to maintain a high degree of patience.

Reports to: Branch Manager

This company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, race, color, religion, sex, marital status, national origin, physical or mental disability and/or age.

SUN RENTAL CENTER

Position Title: Yard Service Personnel

Position Tasks & Activities:

- Greet customers.
- Introduce customers to new lines of equipment that would fulfill their project needs.
- Check rental contracts to be sure the right equipment goes out.
- Prep equipment, if necessary, prior to loading.
- Set out equipment in outside display area each morning.
- Remove equipment from outside display area each evening.
- Check fluid levels and test operation of equipment before loading.
- Instruct customers in the proper use of equipment and demonstrate operation when necessary.
- Load and unload equipment.
- Make minor repairs to equipment.
- Secure loaded equipment per company procedure and inspect in transit if necessary.
- Clean and service vehicles and equipment according to company procedure.
- Maintain a clean and professional appearance.
- Keep work station clean and stocked with service tags and fuel.
- Deliver and pick up equipment and supplies as needed.
- Check equipment for damage upon return, report damage and fill out service tags for all returned equipment.
- Inform supervisor of low inventory levels.
- Assist in parts and inventory stocking.
- Organize equipment in yard.
- Maintain clean physical facilities.
- Mow grass, maintain plants, clean yard and parking lot.
- Report safety violations to supervisor.
- Adhere to all company policies, procedures, rules and regulations in written or verbal form.
- Comply with government safety requirements and other regulations and security in store.
- Attend department, store and safety meetings.
- Perform other duties as requested.

Nature of the Work:

The work is typically very physical and demanding, both from strength requirements and the stamina required. Janitorial/yard responsibilities, both inside and outside the premises, are also involved. Will train customers on the safe operation of the equipment and assist both the customers and delivery personnel with loading and unloading of equipment. Shipping and receiving functions, from light to heavy, are also performed.

Working Conditions:

This position requires constant interaction with co-workers and with the public. Frequent lifting and a significant degree of walking, bending, pulling, pushing and transporting objects of various weights and dimensions is required. Must stand for long periods of time. Some work will be indoors with general warehouse conditions, in which some work areas may not be heated or air conditioned. The majority of work is completed outside, with varying weather conditions. May have exposure to chemicals, including but not limited to gasoline, diesel fuel, propane, kerosene and cleaning solvents. Propane is an obvious hazard, hence a sense of smell is required.

Education, Skills & Requirements:

- A high school diploma or equivalent GED is preferred but not required.
- Must be able to lift approximately 70 lbs.
- Must have and maintain a valid driver's license.
- Must possess customer relation skills.
- Must maintain a professional personal appearance.
- Must be able to use mathematics to solve problems.
- Must speak English clearly and write legibly. The ability to speak other languages is a plus.
- Must pass company drug screen.
- Valid driver's license and clean driving record
- Must maintain an acceptable attendance record.
- Must have a full range of motion and dexterity.
- Must be able to understand and complete instructions furnished in written, oral or scheduled form.
- Maintain a cooperative working relationship with co-workers.

Reports to: Branch Manager

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