



Position Title: Event Coordinator Sales
Party & Events Industry & Construction/General Tool Industry

Rental World is the largest full-service event rental and design company in the Rio Grande Valley area. We design and deliver rentals for corporate events, weddings, festivals, trade shows and more. Ours is a fast-paced, creative and collaborative company, where we have fun and work hard. We also supply contractors and homeowners with quality equipment rentals and have commercial grade construction equipment.

Role: The role of an event coordinator is to help coordinate rental items required in order to ensure the event runs smoothly and according to plan. You will work with DIY brides, other wedding coordinators, and customer walk-ins at our Corpus Christi, TX store. You may work events such as festivals, conferences, and promotions. The role is hands-on and involves working with a team. Event coordinators, must be able to complete a wide range of activities requiring clear communication, excellent organizational skills and attention to detail. You must work well under pressure, ensuring the smooth and efficient running of the events they book.

Working Conditions:

Most of the work will be done at our Corpus Christi retail store. You may be exposed to outside elements while conducting site inspections and overseeing coordination of events. Work is fast paced, demanding and very rewarding.

Position Tasks & Activities:

- Supervise and assist the tenting and installation crews when necessary
- Works with service department to make sure that equipment is inspected and “ready to rent” prior to an event
- Learns PartyCad and Counter Pro
- Build loyal and effective relationships with customers, outside sales and other stores
- Highly trained in product knowledge
- Oversee and assist with the organization and cleanliness of store, accessories, and equipment
- Answer incoming calls and provides customer service & support
- Perform other duties as requested.

Nature of the Work:

Must service customers in a polite, friendly and professional manner. May be required to assist customers with reservations, contracts, questions, register transactions and order adjustments if necessary.

Education, Skills & Requirements:

- 3-5 years' experience working as an event coordinator required
- Strong interpersonal and leadership skills required
- Strong focus on accountability and event management required
- Must be able to use mathematics to solve problems
- Must be able to speak English clearly and write legibly.
- Maintain a cooperative working relationship with co-workers
- Must be able to maintain a high degree of patience
- Advanced knowledge of tenting with a minimum of two years of related experience
- The ability to lift 70lbs, have a full range of motion and dexterity, and complete work in all weather conditions
- Solid computer skills and experience working with contracts
- Must have the ability to offer constructive criticism in a positive manner
- Valid driver's license
- Pass an administered drug test and background check

Reports to: Store Manager

Interested applicants are to complete an application and contact

*David Payne or Russell Hanson
3729 Saratoga Blvd
(361) 855-7368*

Email DPayne@RentalWorld.com or Rhanson@RentalWorld.com

Store hours: Monday-Friday 8:00 am – 5:00pm and Saturday 8:00am – 2:00pm

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