

HIRE CO-ORDINATOR - SALES and RENTALS

General Equipment Rentals is a family owned and operated company in the forklift and access equipment hire industry. Established for over 40 years they are a leader in providing quality customer service and on-time, on-demand delivery.

An exciting opportunity is now available for a Hire and internal Sales Representative in our Braeside premises.

WHATS ON OFFER

- 5 Day week (Mon-Fri)
- Permanent Position
- \$70,000 plus Super (Subject to experience & qualifications)
- Modern premises

SUCCESSFUL APPLICANT WILL HAVE PREVIOUS EXPERIENCE IN ONE OF THE FOLLOWING

- Hire/Rental of Forklifts and Access equipment
- Hire/Rental in any other industry
- Proven sales ability and customer service

KEY DUTIES AND RESPONSIBILITIES

- Handle Incoming Calls
- Manage rental enquiries
- Allocate equipment for rental
- Negotiate rates and contracts
- Raise contacts and invoices via our dedicated software
- Provide exceptional customer service
- Drive sales by servicing and growing existing clients
- Generate leads and convert quotes into sales

YOUR SKILLS AND EXPERIENCE

- Excellent phone manner.
- Positive attitude and problem-solving skills
- Ability to work both autonomously and in a team
- Ability to multi-task
- Computer literate

If you are interested in the above position, we would love to hear from you. Please email your resume to bhibbert@gerentals.com.au