

Party Rental Coordinator | Eden Jardin Boutique Party Rentals

Perm/contract: Permanent	Reports to: Owners
Location: Little Elm, Texas	Level: EJ-5
Salary: \$12 to \$15 per hour	Hours: Varies

About Eden Jardin Boutique Party Rentals

Eden Jardin Boutique Party Rentals was established in 2017, with the idea to bring a quality Party Equipment Rental Service. We are a family-owned business. Our passion for excellence is what drove us from the beginning, and it continues to push us each day. At Eden Jardin Boutique Party Rentals, we believe that offering the best rentals, even the most basic of items, can make a big difference in the lives of our customers.

About the role

Party Rental Coordinator to join our team! You will be responsible for organizing important events from conception through completion. Prepare delivery and pick up schedules daily. Answer business calls. Respond back to quote requests. Assign appropriate staff to each route. Forecast routing to ensure the efficiency of routing.

Responsibilities

- Coordinate all event activities and personnel.
- Receive and act on communication from warehouse manager/onsite production manager on inventory for delivery and pickups.
- Work closely with the management and sales team to accommodate all delivery needs.
- Stay in contact with Delivery and Pickup Drivers to monitor their progress throughout the day and make changes as needed. All changes and updates should be communicated with the Sale team on an as-needed basis.
- Forecasting routes, weeks/months in advance or the desired time frame determined by the management team.
- Coordinate and communicate with Sales Team on priorities.
- Rescheduling of routes as needed.
- Obtain all necessary information from drivers regarding damaged equipment and fleet.
- Fill-in other positions as necessary for a smooth operation of the business.
- Maintain stock of event supplies.

Candidate requirements

- Customer service experience
- Previous experience in event planning or other related fields, a plus
- High level of communication skills
- Strong project managing skills.
- Deadline and detail-oriented
- Ability to work well in teams.
- Must be able to work in a quick, face-paced environment.

Contact us to apply!

Apply online at www.EdenJardinPartyRentals.com/careers