



Event Sales Team

*Mutton Party & Tent Rentals is a fast growing, family owned and operated event rental leader in the Midwest. We offer a team environment that is fast paced, fun, and requires personal/professional growth. We are seeking an outgoing individual with a passion for the event industry to add to our Event Sales Team as full time **Event Specialist**.*

Job Requirements:

- Minimum of 2 years of College or higher education.
- Minimum of 2 years of full time or part time customer service experience
- Available Monday – Saturday (5 Day Work Week).
- Available to work occasional non-business hours.

Ideal Candidate:

- Hospitality Industry Experience
- Quick Learner, Flexible, and able to Multi-Task
- Excellent Customer Service and Phone Presence!
- Excellent with Microsoft Office

Sales Responsibilities:

- Assisting customers with renting the appropriate products for their events by phone and in person.
- Consulting clients on the vision of their event as it pertains to colors and décor, including assisting with décor setup when on site staff is required.
- Following up with clients on event quotes and completed contracts.
- Coordinating rentals for larger scale events.
- Actively participating in local and/or state level associations creating mutually beneficial relationships that could lead to growth in event rental sales.
- Attending networking events.
- Building and maintaining a client base.
- Actively pursuing new areas of business.
- Communicating efforts in building client relationships in weekly team meetings.

Administrative Responsibilities:

- Prepping, processing, consolidating, and filing paperwork and notes before and after the event.
- Data Entry
- Confirming with customers their orders and delivery times prior to event setup.
- Ensuring all site prep work has been completed.
- Contributing thoughts and ideas to the team.

Benefits:

- *Starting pay* \$15-17 based on experience
- Sales Incentives
- Health Insurance
- Paid Vacation
- Holiday Pay
- Simple IRA
- Bonuses and Advancement Opportunities
- Rental Discounts & Rental Credit