

Rental/Sales Coordinator

[Apply Now](#)

Company: Holtca

Location: Stockton

Category: other-general

**** Rental/Sales Coordinator** **Job Category****:** Earthmoving ****Requisition Number****:** RENTA002121 Showing 1 location ****Job Details** **Description** **Holt of California is proud to be part of the elite group of Caterpillar dealers worldwide. At Holt we sell and service a wide-variety of equipment Tractors, Agricultural Equipment, Forklifts, Prime and Stand-by-Power Generation, and On-Highway Truck Engines.** **THIS POSITION IS LOCATED IN STOCKTON.** ****POSITION SUMMARY**** Assist with renting equipment and fellow sales representatives with the full rental and sales cycle, dispatching One Ton Drivers for deliveries and pick-ups, fleet management and providing excellent customer service.******

****QUALIFICATIONS REQUIREMENTS**** The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. ****DUTIES AND RESPONSIBILITIES****

- * Greet all customers.
- * Promptly answer all incoming phone calls, assist customers and route calls appropriately. Use customer phone logs and handle heavy call volumes.
- * Refer all new accounts or potential new accounts with job locations to sales representatives or managers.
- * Process rental agreements, check-ins, checkouts, swaps, rental returns and damages.
- * Bill all rentals accurately and completely.
- * Work with shop and yard personnel to prioritize equipment rental needs and required maintenance.
- * Coordinate daily One Ton Drivers schedules and check drivers logs for accuracy and completeness.
- * Manage physical inventory process at the store.
- * Work with rental & sales representatives and store manager as needed to fill rental orders and process sales and rentals.
- * Responsible for working with the Manager, Sales

Representatives, and customers on credit policies. * Other duties as assigned. ****SKILLS**** *
Accountability Ability to accept responsibility and account for his/her actions. * Accuracy
Good attention to detail and accuracy with rental transactions. * Analytical Ability to use
thinking and reasoning to solve a problem and help a customer. * Assertiveness Ability to
act in a self-confident manner to facilitate completion of a work assignment or to defend a
position or idea. * Ability to fulfill the essential functions in a consistent state of alertness and
safe manner. * Ability to receive direction from team members quickly and efficiently.

****EDUCATION AND/OR EXPERIENCE**** High School, GED and/or one to two years
construction equipment and rental experience and/or training; or equivalent combination of
education and experience. ****CERTIFICATES, LICENSES, REGISTRATIONS**** Must have a valid
driver license and a clean DMV driving report. ****PHYSICAL DEMANDS**** The physical
demands described here are representative of those that must be met by an employee to
successfully perform the essential functions of this job. Reasonable accommodations may
be made to enable individuals with disabilities to perform the essential functions. While
performing the duties of this job, the employee is regularly required to sit and talk or
hear. The employee frequently is required to stand, walk, use hands and fingers, handle, or
feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop
kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.
Specific vision abilities required by this job include close vision, depth perception, and the
ability to adjust focus. ****WORK ENVIRONMENT**** The work environment characteristics
described here are representative of those an employee encounters while performing the
essential functions of this job. Reasonable accommodations may be made to enable
individuals with disabilities to perform the essential functions. This position is mainly in an
office setting with occasional noise. The Rental and Sales Coordinator will primarily work out
of the same office daily and some outside inventory needs are required

****COMPENSATION**** Competitive hourly rate of pay with excellent company paid benefits
including medical, dental, vision, life insurance, long-term disability, 401(k), profit sharing, nine
paid holidays, paid vacation, and paid sick time. Career advancement opportunities and
ongoing professional development. Holt is an Equal Opportunity Employer M/F/V/DV. Holt
provides equal employment opportunities (EEO) to all employees and applicants for
employment without regard to race, color, religion, sex, age, national origin, physical or mental
disability, all applicable veteran status or disabled veteran status. . ****Skills**** ****Required****
****Write Simple Instructions**** *Intermediate* ****Read Simple Instructions**** *Intermediate* ****Basic**

Computer Skills** *Intermediate* **Ability to communicate effectively** *Intermediate* **Ability to add, subtract multiply and divide** *Intermediate* **Education** **Required**High School Diploma or GED or better. **Experience** Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractors legal duty to furnish information. 41 CFR 60-1.35(c)

[Apply Now](#)

Cross References and Citations:

- 1. Rental/Sales Coordinator Shanghaijobs Jobs Stockton Shanghaijobs ↗**
- 2. Rental/Sales Coordinator Productmanagementjobs Jobs Stockton Productmanagementjobs ↗**
- 3. Rental/Sales Coordinator Thecareerjobs Jobs Stockton Thecareerjobs ↗**
- 4. Rental/Sales Coordinator Projectmanagementjobs Jobs Stockton Projectmanagementjobs ↗**
- 5. Rental/Sales Coordinator Riyadhjobs Jobs Stockton Riyadhjobs ↗**
- 6. Rental/Sales Coordinator HyderabadjobsJobs Stockton Hyderabadjobs↗**
- 7. Rental/Sales Coordinator Techcompanyjobfinder Jobs Stockton Techcompanyjobfinder ↗**
- 8. Rental/Sales Coordinator Developerjobs Jobs Stockton Developerjobs ↗**
- 9. Rental/Sales Coordinator SerbiajobsJobs Stockton Serbiajobs↗**
- 10. Rental/Sales Coordinator Electronicsjobs Jobs Stockton Electronicsjobs ↗**

11. Rental/Sales Coordinator BangkokjobsJobs Stockton Bangkokjobs ↗
12. Rental/Sales Coordinator StartupjobsnearmeJobs Stockton Startupjobsnearme ↗
13. Rental/Sales Coordinator Saopaulojobs Jobs Stockton Saopaulojobs ↗
14. Rental/Sales Coordinator Newsmediajobs Jobs Stockton Newsmediajobs ↗
15. Rental/Sales Coordinator Saopaulojobs Jobs Stockton Saopaulojobs ↗
16. Rental/Sales Coordinator Francejobs Jobs Stockton Francejobs ↗
17. Rental/Sales Coordinator Costaricajobs Jobs Stockton Costaricajobs ↗
18. Rental/Sales Coordinator ExpertiniJobs Stockton Expertini ↗
19. Rental/sales coordinator Jobs Stockton ↗
20. AMP Version of Rental/sales coordinator ↗
21. Rental/sales coordinator Stockton Jobs ↗
22. Rental/sales coordinator JobsStockton ↗
23. Rental/sales coordinator Job Search ↗
24. Rental/sales coordinator Search ↗
25. Rental/sales coordinator Find Jobs ↗

Source: <https://us.expertini.com/jobs/job/rental-sales-coordinator-stockton-holtca-900-164753/>

Generated on: 2024-05-05 by Expertini.Com