

Rental Coordinator

Collicutt Energy Services Inc is currently taking applications for a Rental Coordinator based out of our **Santa Fe Springs** location. Collicutt Energy operates in both Canada and in the United States. At Collicutt Energy, we maintain parts and provide excellent customer service, as well as emergency response service, 24 hours a day. Power generation and service are our core business focus.

Classification: Non-Exempt

Benefits: Full-time, defined as working an average of 40 hours per week, eligible for company benefits as defined in the company handbook.

Standard Hours: 7:00 a.m. – 4:00 p.m. (hours may vary depending on scheduling demands). Must also be available for the on call rotation.

Supervisory Responsibilities: No

Primary Responsibilities include but are not limited to:

- Assist sales and manager with quoting for rental projects, new mobile genset sales, service sales, and used equipment request.
- Coordinate the rental of the Collicutt generator fleet including:
- Check in / Check Out
 - Dispatch of outgoing units, schedules & coordinates equipment transportation.
 - Prepare bill of lading
 - Pick up of incoming units
 - Maintaining the equipment utilization schedule
 - Managing preventative maintenance schedule
 - Managing repair schedule, monitors repair status and costs
 - Managing fuel schedule
 - Works with rental technician to identify ensure equipment abuse by customer is identified and invoiced accordingly.
- Request and collect purchase orders, credit, and insurance info for and prepare contracts for orders.
- Generates, monitors and updates rental jobs in SAP
- Assist customers/sales representative choose correct rental equipment size, fleet mix and model for job site requirements.
- Taking incoming calls, answers questions.
- Investigates and resolves customer issues with equipment delivery, failure, repairs, billing, and transportation.
- Issue rental work orders to technicians
- Time entry
- Assists with collection calls
- Issue purchase orders to vendors
- Generates goods receipt purchase orders
- Filing pre-liens and releases on all rentals
- Invoicing accurately and in a timely manner
- Maintaining CARB Registration Permits & Logs
- Prepare reports including but not limited to sales forecasts, weekly sales call reports, weekly call reporting, business transactions receipts, and expenses to corporate admin weekly.

- Establish and maintain customer base in which to promote and solicit new and on-going business and record on spreadsheets.
- Prepare quotes proficiently and maintain accurate customer information using Microsoft Word & Excel, and Adobe for capturing customer data and call reporting.
- Alternating on call Schedule
- All other duties as required

Required experience and skills:

- 5+ years of industry related experience would be an asset
- Technical background in generators, engines and related components would be an asset
- Strong work ethic and high sense of motivation and goal driven
- Excellent organizational, written, verbal, negotiation, and interpersonal skills
- Scheduling and coordination skills
- Client service focus with experience in customer problem resolution
- Able to work independently and in a team atmosphere
- Possess integrity, a strong sense of urgency and a proven ability to hit deadlines
- Able to work a flexible schedule
- Strong customer service focus with good verbal and written communication skills
- Effective time management, including the ability to anticipate and deal with the effects of change
- Proven competency in Microsoft Office
- SAP experience would be an asset
- Valid driver's license
- Commitment to Collicutt Core Values Core Purpose

Collicutt offers a comprehensive compensation and benefits package, and those who choose to work with Collicutt are treated to our relentless pursuit of improvement through innovation and appreciate our ability to remain agile in our search for new ideas and cutting-edge designs.

If you are interested in this exciting opportunity, please submit your resume to hr@collicutt.com

We wish to express our thank you to all applicants for their interest and effort in applying for the position; however, only candidates under consideration will be contacted.

Collicutt Energy Services Inc. is an equal opportunity employer.

For more information on our company, please visit our website: <https://www.collicutt.com/us/>