Event Specialist: Full Time

We are looking for an enthusiastic, energetic, outgoing individual to join our company as an event specialist. We want someone who loves talking to people and has fun doing it!

The ideal candidate will:

- Be able to comfortably interact with clients via phone, email, and in person; travel to on-site visits and event set-ups.
- Be energetic, enthusiastic, and have the ability to speak clearly and confidently.
- Be able to work Saturdays (8a-1p).
- Have reliable transportation, a great attitude, strong work ethic, and great sales & customer service skills.

Job Requirements:

- Handle client contracts (walk-ins, call-ins, and by email).
- Must have customer service experience and enjoy working with people.
- Must be detail oriented and be able to meet deadlines.
- 1+ years' experience in event planning or related required.
- Must be a fast learner and able to do on-site set-ups, and site visits.
- Must be able to use Microsoft Word and learn our rental and layout software programs.
- Associates/Bachelor's Degree in hospitality, communications, public relations or a related field.

About Us:

Burns Rent-Alls is a locally owned and family operated business in Mishawaka, Indiana for over 100 years. We started as a costume rental company and then added tool/equipment rentals, and have evolved into a company with 3 different divisions! We have anything you could possibly need for events such as Weddings, Birthday Parties, Graduation Parties, Company Events, and much more!

With our event specialists planning your event, our warehouse staff preparing your order, and our drivers and crews executing set-up and tear-down, we at Burns Rent-Alls, Inc. pride ourselves on providing exceptional customer service from beginning to end. Our talented event specialists are available to you through meetings, phone calls, text, and email during your planning process. The party starts when you call Burns!

www.burnsrentals.com www.facebook.com/burnsrentals

To apply:

You can find a printable application at:

http://burnsrentals.com/galleryupload/webdoc/forms/Burns%20Rent-Alls%20Employment%20Application.pdf

- Send application, resume, and cover letter to amanda@burnsrentals.com , or apply in person at 332 W Mishawaka Ave. Mishawaka, IN 46545
- No phone calls please.