

**Town and Country Event Rentals** in Van Nuys has an exciting full-time employment opportunity available immediately for an outgoing and creative person. We are currently looking for a Sales Assistant to assist us with our day to day operations. The specifications for the position are as follows:

**Brief Job Summary:** Inside sales position, event planning and rentals. Experience preferred in order entry, service and follow-up. Communications, computer and organizational skills are a must. Candidate must assist Outside Salespeople with major accounts.

**Report to:** Office Manager

**Credentials and Experience:**

- Two years related experience or
- Equivalent combination of education and experience.

**Duties and Responsibilities:**

- Answer telephones and provide information, assistance and process phone orders.
- Greet visitors in office and showroom and direct them to appropriate individual.
- Securing deposits and ensuring final payments of invoices.
- General office and filing duties.
- Assist Outside Sales Team with data entry and follow-up of rental contracts.
- Calendar management; meeting, appointment and site inspection scheduling for Outside Sales Team.
- Potential Saturday office and On-Call duties.
- Perform other related duties as required.

**Knowledge, Skills and Abilities:**

- Knowledge of modern office procedures including telephone communications, office systems and record keeping.
- Knowledge of modern business communications including styling and formatting letters, memoranda, email and reports.
- Skilled in the use of personal computer and various software packages.
- Ability to establish priorities, work independently and proceed with objectives without supervision.
- Must be extremely organized and detail oriented.
- Ability to work under pressure, meet deadlines and resolve conflicts with minimal supervision.

**Special requirements:** (Established by Supervisor) Willing to work overtime, holidays and weekends as determined by the Office Manager.

Town and Country offers a competitive salary, medical insurance coverage and many other benefits in an exciting and fast paced environment. Please forward all resumes and cover letters to David Searcy at [david@tacer.biz](mailto:david@tacer.biz) or call 818-908-4211 ext. 1316.