



Town and Country Event Rentals in Van Nuys has an exciting full-time employment opportunity available for the right person. We are currently looking for a full-time Delivery Helper to assist us in our Dispatch department. The specifications for the position are as follows:

Job Title: Delivery Helper / Full Time

Brief Job Summary: Delivery Helpers assist our Driver/Installers to load and unload our trucks, install, break down and store rental equipment at various locations. The job entails lifting and transporting equipment including tables and chairs, lighting, staging and sound equipment as well as china, glassware and linens. Knowledge of tent erection is a plus.

Report to: Dispatcher / Director of Operations

Credentials and Experience:

- One year of related Warehouse or Delivery experience
- Experience in the event rental business a plus.

Duties and Responsibilities:

- Obtain routes and schedules from Dispatcher or Driver/Installer.
- Verify all assignments with the Driver prior to departure.
- Verify all equipment loads for installation and pick-up with the Driver.
- Assist loading trucks efficiently and safely to avoid load shifts and inventory damage.
- Safely handle all equipment while loading, delivering, installing and picking up; all under Driver's supervision.
- Immediately notify Driver of all shortages or damaged as well as unaccounted for items and equipment.
- Effectively communicate and interact with Salesperson, clients and coworkers to ensure job quality and satisfaction.
- Identify, eliminate and/or correct all safety hazards.
- Perform other related duties as required.

Knowledge, Skills and Abilities:

- Able to follow written and oral instructions.
- Able to communicate information and ideas clearly and concisely.
- Able to safely use hand truck and other equipment moving devices.
- Ability to safely lift and transport items weighing more than 30 pounds..



- Familiarity and knowledge of equipment handling, storage, installation and break down of a variety of rental equipment.

Special requirements: Willing to work overtime, holidays and weekends as determined by the company Vice President.

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 or call 818-908-4211 ext. 330.