

WE'RE LOOKING FOR

RENTAL COORDINATOR

ABOUT OUR COMPANY

SHOWSDT is the leader in the manufacture, distribution, and installation of scenic equipment, rigging and automation for the live shows, entertainment, and broadcast industries. Whether for equipment rental or sales, a permanent custom installation, or a turnkey design, we work nationally and internationally delivering large-scale projects to our clients.

THE CHALLENGE

Reporting to the operations management of the equipment rental, the candidate will have the responsibility of supporting the rental representatives.

Delivering solutions that don't exist... yet? This is our expertise!

You are the ideal candidate if you are organized and customer service oriented.

TASKS AND RESPONSIBILITIES

- Support the rental representatives in the entry of equipment lists into the inventory management system
- Coordinate with the shop manager the preparation, installation and delivery of equipment
- Follow up on customer returns
- Update inventories and purchases
- Ensure customer service
- Responsible for the email and voice mailboxes of the rental

PROFESSIONAL EXPERIENCE

- Strong knowledge and ease with computer software
- Knowledge of Intellievent a major asset
- Knowledge of stage equipment an asset
- Bilingual in spoken and written

PERSONAL ATTRIBUTES

- Autonomous, rigorous and structured
- Ability to channel pressure and stress
- Focused on customer service
- Focus on organizational development and open to change

Interested?

Please send your CV to nmcneil@showsd.com

* The masculine gender is used for easy reading purposes and includes the feminine.