

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

Brief Job Summary: Inside sales position, CAD and Diagram production, event planning and rentals. Experience preferred in CAD/Diagram production, 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.
- Develop and produce diagrams through the use of Vectorworks or related program.
- 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 as well as various computer and office systems.
- Knowledge of and experience in CAD systems (preferably Vectorworks) is extremely helpful.
- 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) Available 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 or call 818-908-4211 ext. 330.