



ROBERTSON RENT-ALL Inc.
236 Vanguard Dr.
Ottawa, ON
K4A 3V6
Tel: (613) 983-7368
www.robertsonrentall.com

FRONT COUNTER & INSIDE SALES

Terms of Employment: Full Time, Days. 4 to 5 days per week, 40-44+ hours per week. Hours of operation are Mon-Fri 7am-5pm and Saturday 8am-1pm.

Salary: Hourly plus overtime. \$18-\$23 per hour (based on experience). High potential for growth. Comprehensive benefits package after 3-months.

Skills and Requirements

Education: High school diploma. Post secondary education not required but valuable.

Languages: Speak English, Write English. French not required but valuable.

Credentials (certificates, licences, memberships, courses, etc.): G-Class drivers license not required but valuable. Forklift training not required but valuable.

Experience: Customer service. Phone interaction. Using different tools and equipment for landscaping and construction. Familiar with CRM platforms, Gmail, and google sheets. Familiar with the operation of 2-stroke and 4-stroke engines. Experience within the construction industry and/or equipment rental industry not required but highly valuable.

Job Functions

- Present and sell / rent company products and services to new and existing customers
- Prospect and contact potential customers
- Create contracts and invoices when customers pick up or drop off equipment
- Create reservations for rental equipment
- Help customers find the right equipment for their job
- Resolve customer inquiries in person, over the phone, or via email

Essential Skills: Writing. Oral communication. Working with others. Problem-solving. Decision making. Critical thinking. Job task planning. Organizing. Computer use (Familiar with Windows operating system, Google Sheets, Gmail. Typing). High level of customer service. Ability to build rapport with clients. Strong negotiation skills. Deadline and detail oriented.