

**Inside Sales Representative**

Responsibilities will include a variety of branch operational functions such as customer relations, sales and rental of equipment, showroom displays and merchandise marketing.  
Additional Responsibilities will include:  
Establishing new rental and sales accounts by providing exceptional customer service to call-in and walk-in customers  
Processing rental quotations, reservations, contracts, and invoices in compliance with company policies  
Maintaining a sufficiently stocked, presentable, and clean showroom  
Ensuring customer satisfaction with all inside and outside branch staff  
Coordinate and track daily equipment pick-ups and returns with the branch dispatcher

Excellence in this challenging and rewarding position paves the way for advancement into our outside sales and operation manager roles.

Superior customer service remains the backbone of United Rentals, therefore your willingness and ability to provide this to each customer makes you a top-notch candidate. To be qualified, the ideal candidate must have a strong ability to multitask in a fast-paced environment, excellent interpersonal communication skills, a keen attention to detail, and knowledge of Microsoft Office applications. Bachelor's degree preferred or equivalent experience.

United Rentals, Inc. is an Equal Opportunity Employer of women, minorities, protected veterans and individuals with disabilities.

For additional information contact [kelly.french@adp.com](mailto:kelly.french@adp.com) or dial me direct at 949-715-3792