Job Title: **Sales Coordinator**  
Branch/Department: Austin/General  
Reports To: Central Texas Regional Manager  
✓ Exempt  □ Non-exempt  
□ New  ✓ Revision

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Receive and handle incoming rental calls, assist in pricing equipment, and review and update Equipment Listing on a daily basis
- Order and maintain literature, catalogs for all models
- Obtain, complete and submit all documentation related to rentals (including Equipment Orders, Bills of Lading, Credit Reviews, Insurance Information and Payment/Billing Information)
- Upon return of equipment, ensure timely delivery of Receiving and Inspection Reports and Rental Credit Requests, if necessary
- Inspect equipment prior to delivery, and arrange transportation of equipment, if required
- Coordinate transfer for equipment between ROMCO branches
- Maintain frequent communication with Sales force to ensure timely initiation of rentals/sales
- Maintain frequent communication with Service Supervisor and Product Support Manager on equipment repair/make-ready prioritization
- Maintain frequent communication with Maintenance/Yard staff regarding equipment condition, including damage reporting
- Maintain frequent communication with Corporate Rental Coordinator to ensure timely receipt of all documents for contracts
- Coordinate the filing of warranties
- Manage sales/service-parts issues in the absence of the Regional Manager

**SKILLS REQUIRED:**

- Organizational – organize/prioritize tasks and maintain attention to detail
- Leadership – possess well-developed leadership skills
- Communication – demonstrate excellent verbal and written communication skills
- Customer Service - experienced in providing high-level service
- Relationship Building - ability to work well with others employees, customers and vendors
• Problem Solving – handle multiple duties simultaneously and exhibit initiative
• Clerical - touch typing, filing, data entry, excel, e-mail, fax

PHYSICAL DEMANDS:

This position is approximately 65% desk related work, with 35% walking or standing, and lifting demands of up to 50 lbs.

WORKING CONDITIONS AND ENVIRONMENT

Requirements are office and field based. Office hours are from 8:00am to 5:00pm with occasional needs outside standard business hours to accommodate meetings, training and projects. Some travel may be required. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Sales Coordinator position

REQUIREMENTS:

• Bachelor’s Degree preferred or equivalent combination of education, experience and training
• Two years of experience in a sales or rental role preferred, preferably in the construction industry
• Experience utilizing Microsoft Office
• Experience utilizing Cr2 preferred
• Prior experience arranging hauling of freight preferred
• Excellent interpersonal and customer service skills
• Effective communication skills (written, oral)
• Ability to prioritize duties and handle multiple tasks simultaneously
• Excellent organizational skills
• Ability and willingness to travel as needed

This job description is intended to convey information essential to understanding the scope of the Sales Coordinator position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

**ROMCO Equipment Co. reserves the right to review and amend this description, as necessary. The employee agrees to accept and abide by those amendments. In the event that the employee believes the amendments to be unreasonable, the employee agrees to notify the Human Resource Department for a review and determination regarding the suitability of the amendments.**

____________________________________________________
Signature       Date

____________________________________________________
Printed Name

____________________________________________________
Supervisor’s Signature     Date
Supervisor’s Printed Name