

Sales Associate Pay Range: \$20-\$30/hr

Are you looking for an opportunity to make an impact with a growing company that can reward you with great compensation and advancement while gaining valuable skills in a fun and engaging environment? If so, our team is growing and we are looking for you candidates like you.

Pacific Party Canopies is a team of service professionals dedicated to providing clean, quality wedding and event rental equipment professionally installed at a competitive rate. Our commitment to success enables us to meet our customers' needs while providing a work environment that promotes personal growth for each member of our team. We pride ourselves on being professionals while promoting a fun and enjoyable atmosphere. Many of our current employees have been with us for nearly 20 years and have has enjoyed a path of continued development and success.

We serve several industry sectors including corporate events, fairs and festivals, weddings, sports and entertainment as well as backyard parties and more. You may have recently attended an event we supported and now have an opportunity to join the team that helps make it all happen. We are gearing up for another busy season and will be filling several positions. Some of the requirements for these positions are to:

- First on phones, Checking Voicemails,
- First to greet incoming clients, Great customer service
- Will Call orders= Organizing, printing pull sheets, greeting, printing instructions for will call items, executing pick up and drop off
- Filing-alphabetically
- Retrieving and taking mail, Post office runs, Bank Runs
- Day to Day office tasks
- Prepare office in morning
- Closing office in afternoon
- General housekeeping of office
- Write Thank you notes to clients [Must have legible handwriting]
- Basic computer skills, data entry, google drive, Microsoft docs
- Ability to learn about equipment specs
- Must be at least 18 And have Valid Driver's License