

Client Contact

The ARRI Rental Group, a premier rental house for professional motion picture Camera and Lighting equipment, is looking for a **Client Contact** to work in our **Brooklyn, New York** office.

We seek someone who excels at *Building Client Relationships* and thrives in an environment of *details and multi-tasking*. To flourish in this role you must possess *superior networking and relationship-building skills*, as interaction with potential and existing clients is critical for success.

The Client Contact position is responsible for generating business by proactively building new client relationships while maintaining our existing client base. Also responsible for negotiating deals within established guidelines, fielding customer calls, providing quotes and sourcing equipment.

The right candidate will possess an understanding of Camera and Lighting Rental Equipment and have Motion Picture and Television industry experience. This role requires **2 years' experience** in fields relevant to the motion picture industry and camera rental.

This role encompasses the below responsibilities:

- Generate business by proactively establishing new customer relationships while maintaining existing client base.
- Take customer orders and negotiate packages within established guidelines.
- Create quotes in system and ensure information is accurate.
- Source equipment through branch transfers and sub-rentals or purchase if appropriate.
- Create PO's and work with the Purchasing department on requirements.
- Identify additional client needs (Post, Lighting and Grip, Expendables, Transportation).
- Communicate client requests and issues to Operations and Service.
- Ensure paperwork (PO's, M&D's, etc.) is in order so that billing occurs in a timely manner.

Skills/Knowledge:

- Familiarity with professional Film, Digital, and post-production equipment necessary.
- Strong negotiation skills and good business sense.
- Exceptional customer service skills with a strong sense of urgency.
- Excellent interpersonal and communication skills in person, on the telephone and in writing.
- Extremely motivated and able to maintain composure in stressful situations.
- Familiarity with R2 rental software a plus.
- Fluent in Excel, Word, Power Point, order entry and CRM programs

Physical Requirements

While performing the duties of this job, the employee is regularly required to work seated at a desk for up to 3 hours at a time and to operate a keyboard. Requires walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or occasional lifting of up to 50 pounds is required. Proper lifting techniques are required. Specific vision abilities required by this job include close vision.

If you are a confident and articulate communicator capable of inspiring collaboration with all and possess the qualities and skill set we demand, we would like to meet you.

We truly value our staff and offer the benefits to prove it, medical, dental and vision insurance, a 401k, vacation, sick and personal leave, etc....

If you are someone who possesses these skills and are up to the challenge, we are looking for you. Salary is dependent upon experience and skill set.

To be considered please fax your resume to 845-215-0170 or email to arri Careers@arri.com.

ARRI Rental is an equal opportunity employer.

Our products are Innovative, our customer service Legendary and our staff Dedicated.

The logo for ARRI Rental features the word "ARRI" in a bold, blue, sans-serif font, followed by the word "Rental" in a lighter blue, sans-serif font.