

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 **Burbank, CA** office.

We seek someone who excels at *Building Client Relationships*, 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. This is a role that may give a candidate the opportunity to grow within the company and have potential opportunities to advance within the company.

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

The right candidate will possess an understanding of Camera and Lighting Rental Equipment and/or Motion Picture and Television industry experience. This role requires **5 years' experience** in fields relevant to the motion pictures 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/Abilities:

- Excellent interpersonal and communication skills in person, on the telephone and in writing
- Exceptional customer service skills with a strong sense of urgency.
- Extremely motivated and able to maintain composure in stressful situations.
- Strong negotiation skills and good business sense.
- Able to work with a high degree of independent judgment.

- Must be detail oriented, exhibit strong organizational skills and demonstrate the ability to handle multiple projects and deadlines simultaneously
- 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 arricareers@arri.com. We require that you include your salary requirements. to discuss scheduling an interview for this position.

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.