

Ultrapom Event Rental is currently looking to hire a Sales & Administration Assistant.

This is a great position with room for growth in the events industry. Can utilize the link attached: [APPLY HERE](#) or email me directly!

Brooke Bowenschulte

SALES DIRECTOR | ULTRAPOM EVENT RENTAL

816.525.8568 | ultrapom.com

3175 TERRACE ST., KANSAS CITY, MO 64111

Sales & Administration Assistant

Ultrapom Event Rental - Kansas City, MO 64111 (Valentine area)

\$12.50 an hour - Full-time, Part-time

Interested in getting into the event industry and learn more about rentals in particular? Love interacting with people? This is a great entry level position with opportunity for advancement!

Position is generally M-F 9am to 5pm, hourly - must be flexible to come in early or stay late on select days.

Position includes:

Provide general administrative and clerical support

Answer & screen phones calls

Monitor incoming emails

Delegate appointments and rental requests amongst sales team

Customer service & client facing tasks

Coordinate and organize client appointments/showroom

Manage client pick up and returns

Manage Ultrapom in-house events

Special Projects, as assigned.

Job Types: Full-time, Part-time

Salary: \$12.50 /hour

Experience:

- Events: 1 year (Preferred)
- Customer Service: 1 year (Preferred)

Hours per week:

- 30-39