



Job Description

Position: Rental Coordinator

Reporting: Reports directly to the Branch Manager/Rental Sales Manager

Purpose: To support BarnSCO Clients and Customer base as well as the outside sales department and the Sales Manager.

Duties and Responsibilities:

- Taking orders by phone from outside sales personnel or customers and ensure its timely delivery
- Preparing quotes for customers when requested by outside sales rep
- Handle and generate sales with existing accounts
- Assign work orders to mechanics to ensure workload is properly managed. Ensure timely turnaround of customer repairs
- Generate repair quotes, file equipment warranty claims, and perform parts research
- Properly receive and bill for parts to ensure proper inventory management; maintain and update operating system
- Check stock availability and perform scheduled cycle counts
- Work closely with accounting as needed to resolve discrepancies with both accounts receivable and payable transactions
- Files warranty claims with OEMs as needed
- Become familiar with all product lines
- Establish and maintain relationships with manufacturers
- Maintain open orders daily
- Keep Showroom clean and organized
- Recommend additional products needed for the job
- Work closely with other departments to ensure accuracy and predictability
- Phone Cold Calling
- Perform other duties as required by Customer Service Supervisor

Required Education & Experience:

- 1-3 Years of Experience in Sales
- Experience in the Construction Industry (Preferred)
- Well organized with good with time management
- Proficient in Microsoft Office Suite especially Excel and Outlook
- Communicates well with customers both on the phone and in person
- Problem solver for both internal and external customers
- Bilingual – English/Spanish (Preferred)
- High School Diploma/GED required

About Barnsco:

Barnsco Texas, a member of the Kodiak Building Partners family, has been serving the concrete construction markets in Texas since 1984. We are a Texas-based company that offers rebar fabrication, full service post-tension, concrete construction supplies, and engineering services. Additionally, we provide equipment sales, rentals, and maintenance services.

At Barnsco Texas, our core values are at the heart of everything we do. We provide a unique environment that encourages individual growth and recognizes individual performance and hard work. Our management team is visible and accessible, ensuring effective communication. If you are seeking growth opportunities in a stable company, look no further than Barnsco Texas.

Please note that this job description does not imply that the listed duties are the only responsibilities of the employee(s) in this position. Employees will be expected to follow any other job-related instructions and perform any additional job-related duties as assigned by authorized personnel.

Barnsco Texas is an equal opportunity employer. We consider all candidates for employment, regardless of their race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.