



CSR (Customer Service Representative): Wedding and Events

Reports to: Store Manager

Job Description

Do you love to passionately serve others? Enjoy working in a strong team environment where family is important? Always looking for opportunities to learn new things, and have a drive to work hard, but know how to have fun. Then keep reading...

Peoria Rentals is looking for a Customer Service Representative to fulfill a position in our Peoria wedding and events department. Our company is quickly growing and expanding, and is looking for a special candidate that looks for opportunities to grow and live out their passions while serving our customers, and making their vision a reality. In addition, this person will be one of the primary faces of the company and will work with people daily over the phone, in person, and via email to assist with their event rental needs.

Skills and Requirements

- Do everything possible to serve our customers well. (Phone, email, online, and face to face)
- Monitor voicemail, web quotes import, and email regularly.
- Be knowledgeable in all rental products, services, policies, and fees offered including our damage waiver.
- Be able to explain how to operate rental items as well as provide them with instructions on how they should returned the items to us.
- Enjoy networking and building relationships with other industry professionals.
- Must maintain a professional appearance at all times.
- Must possess sales and customer relation skills
- Must be able to solve problems and make decisions.
- Must be extremely organized and detail oriented.
- Make 100% sure that all inventory is ready to rent at all times.
- Keep your assigned areas clean, organized and impressive.

If this describes you, please send us a letter of interest as well as your resume!

921 E War Memorial Dr
Peoria Heights, IL 61616
Careers@PeoriaRentals.com
(309) 688-1412



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No: _____ Desired Salary: \$ _____

Position Applied for: _____

If no, are you legally authorized to work in the United States? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Are you over the age of 18? YES NO

Education

High School: _____ Address: _____

Course of studies: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

Course of studies: _____ Did you graduate? YES NO Diploma: _____

Other: _____ Address: _____

Course of studies: _____ Did you graduate? YES NO Diploma: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Date of Discharge: _____

What type of training or education did you receive in the military? _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

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