



Assistant Branch Manager

One Source Equipment Rentals, Inc.

[Apply Now](#)

JOB DESCRIPTION

One Source Equipment Rentals, Inc.

One Source is looking for an assistant branch manager to join our veteran team of industry experts. To continue our level of growth and success, we are searching for qualified and energetic individuals to assist in the growth of our customer base while maintaining an outstanding level of customer service our customers expect.

The Assistant Branch Manager works with the Branch Manager and department managers to ensure all rental, sales, and service transactions are performed in a prompt, efficient, cost effective, and profitable manner. The individual will be responsible for safety compliance, and to ensure the rental fleet is being properly serviced and available, and that all costs are being controlled. The individual will work with branch management to ensure revenue growth and budget compliance.

Job Duties will include:

- Assisting the Branch Manager with monthly/yearly budgeting
- Assisting Branch Manager in supervisory duties and stand-in when Manager is away.
- Learning how to utilize company reports to maximize all aspects of branch performance.
- Answering customer's questions about our products and services and providing solutions to their needs
- Create and administrate rental contracts and sales invoices
- Resolve customer issues and concerns
- Coordinate equipment deliveries and pickups with dispatcher
- Coordinate service calls with shop
- Create proposals and quotes
- Maintaining a clean, well stocked, presentable showroom

JOB REQUIREMENTS

Knowledge & Experience:

- Minimum Bachelors Degree or equivalent experience
- Excellent interpersonal communication skills
- Ability to multi-task in a fast paced environment
- Basic computer skills including Microsoft Office preferred
- Experience in a construction related field preferred
- Knowledge of the territory is a plus
- Previous sales experience is a plus
- Must have a valid drivers license
- Must be able to pass drug test and background check

Benefits package for full time employees:

- Pay commensurate with experience
- Medical, Dental, Vision, Life
- Paid Vacation
- Paid Holidays
- 401K Retirement Plan
- Employee Owned (ESOP) stock plan
- Company provided phone

COMPANY OVERVIEW

One Source Equipment Rentals, Inc.

One Source is one of the leading equipment rental companies in the Midwest, but we didn't get there alone. It was the hard work of our dedicated team of employees that got us there. Our philosophy will always be that our employees are our most valuable assets.

CONTACT INFORMATION

For Questions about the position please contact :

Jeremy Howard
 Email resume: jhoward@onesourcerental.com
 Fax: 765-477-1165