



## Manager Trainee

One Source Equipment Rentals, Inc.

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### JOB DESCRIPTION

#### One Source Equipment Rentals, Inc.

One Source is looking for a Manager Trainee 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 manager trainee program is an entry level program designed to recruit, educate and train new or existing employees to eventually manage a One Source branch. At the end of the training period the trainee would be expected to relocate to manage their own branch location.

The program requires 1-2 years of on the job training depending on the level of experience. The manager trainee will be rotated among the various departments for valuable on the job training. The candidate will also learn all the phases of business planning and analysis reports to develop a profitable branch and optimize productivity. He/she may be required to fill in for a vacationing manager or assist another branch during peak periods.

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 :

Jeff Elixman

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