

Big Truck Rental (BTR) is the leader in Front Loader, Side Loader, Rear Loader, and Roll-Off garbage truck rentals in North America, all backed by a nationally serviced and supported fleet. BTR began in 2002 and is a growing organization that is looking to expand. BTR is a customer focused organization that is seeking a highly motivated and success-oriented Route Ready Sales Coordinator. This position will be responsible for working with our internal Accounting, Operations, and Sales team, as well as communicating externally with our customer base. Additionally, the position will work with our Sales Manager to support the Route Ready team with budget management, efficient communications, and various data analysis.

Essential Job Functions:

- Working hand in hand with our internal operations team to communicate pending truck sales, and receive updates on recon completion dates.
- Working hand in hand with our fleet coordinator to set up truck swaps at correct intervals in order to balance fleet age.
- Manage internal sales communications on truck delivery dates, delivered units, and funding requests.
- Manage customer facing communication when units are ready for delivery, providing invoices, and processing and shipping truck titles.
- Support BTR's largest, by volume, account with Route Ready Sales Manager, and Director.
- Seamless communication with internal accounting department to streamline funding to title transfer process.
- Identify areas for process improvements and recommend changes to improve efficiencies and support a best in class customer experience.

Qualifications:

- High School Diploma / GED
- Minimum 3+ years experience in a professional environment. Sales or Supply Chain experience is preferred.
- Excellent written and verbal communication skills to work with diverse customer base and internal team.
- Disciplined and strong ability to work in an independent environment.
- Demonstrated proficiency in Microsoft Office suite of products and Salesforce or similar CRM.
- Positive attitude and desire to learn and develop professionally.
- Ability to meet deadlines and prioritize tasks.
- Resourceful and self-motivated.
- Focus on accuracy, attention to detail, and ability to identify areas of improvement in processes.

At BTR, we are an equal opportunity employer and encourage applications from all qualified candidates, however only those considered for the position will be contacted.

Please Direct Inquiries to Darin Ulrich at darin@bigtruckrental.com or (813) 497 – 9098.