



Position Summary

This position reports to the Branch Manager in Kent, WA and is responsible for the daily activity of tracking equipment including the rental fleet. Minimal travel may be required for inventory and training purposes.

The individual in this position should be extremely detail oriented, organized, personable, highly motivated, reliable, ethical, and able to adapt to all of the forces around them; customers, suppliers, department employees from other branches within the Company and co-workers. This individual must have the ability to multi-task 100% of the time and have strong computer skills.

Essential Duties and Responsibilities:

- Coordinates sales and rental activities of the Kent Branch.
- Coordinates branch and customer freight activities.
- Equipment inventory management.
- Equipment transfer and acquisitions of attachments.
- Maintains all equipment records and filing.
- Large volume of phone calls.
- Assist floor plan auditors with inventory reports.
- Responsible for updating weekly equipment billing reports.
- Maintain rental equipment condition, availability in coordination with the Service department.
- Climbing on and off heavy equipment that may be six feet off the ground.
- Crawling around heavy equipment while working in all types of weather.

Qualifications and Requirements:

- Ability to assume responsibility and communicate effectively with freight vendors, customers, salesman and co-workers
- Must have strong attention to detail
- Applicant must possess exceptional organizational skills
- Ability to perform other related duties as assigned
- Lifting requirement of 50-75 pounds

Education and/or Experience Requirements:

- High School Diploma or equivalent.
- Computer knowledge required (Photo Smart, Excel, Internet)
- Equipment background knowledge helpful.

Modern Machinery has a commitment to safety and a safe work environment. Our employees are expected to comply with and promote safe work practices.

Modern Machinery offers a comprehensive benefit package including: medical, dental, vision, prescription and preventive coverage, 401k retirement plan with company match, paid time off, paid holidays, paid bereavement leave, wellness, gym membership and weight management reimbursement programs, company paid life insurance, company paid disability benefits, family scholarship program and employee assistance program.

Modern Machinery is an Equal Opportunity Employer