

RENTAL BOOKING AGENT

[LightHouse Films](#) is a leading NY-based camera and video equipment rental house. We're proud to offer a breadth of professional camera, lighting, and audio equipment at affordable rates to production companies, studios, and filmmakers in the NYC area. We focus on providing a seamless and enjoyable rental experience.

RESPONSIBILITIES:

- Develop rental sales by identifying opportunities and securing rental orders
- Establish and maintain good customer relationships and nurture business with them
- Handle incoming customer requests in regard to camera rentals
- Assist new customers in setting up an account
- Generate quotations and facilitate scheduling of equipment
- Provide exceptional client support with regard to working with time constraints and limited budgets, logistics, shipping needs and any other special parameters (as dictated by the client)
- Coordinate and communicate prep and pickup time of equipment with clients and Prep Technicians

EXPERIENCE & QUALIFICATION:

- Bachelor degree or equivalent technical, hands on experience in Video/Film industry
- Prior rental house experience is strongly desired
- Comprehension of proper terminology and technical details, with ability to understand equipment compatibility issues
- 1-2 years of verifiable success in a customer service position. Candidates must possess and demonstrate a polite, friendly demeanor to establish an upbeat and professional rapport with clients
- Exceptional communication skills, including professional correspondence skills [grammar, spelling, etc.] are a must
- Organization and attention to details are also a must
- Ability to multi-task: handle multiple phone lines, email, fax, etc
- Strong computer skills and Macintosh experience.
- Experience with Rental Software a plus.
- Flexibility with hours a plus

COMPENSATION

- Commensurate with experience
- Health benefits, 401K, Vacation and sick days as well as positive and friendly work environment

HOW TO APPLY:

Please email Cover Letter and Resume to JOBS@LHFNY.COM with subject: "BOOKING AGENT"

Due to the large amount of applications we only contact those candidates who have been short listed for interview. No calls, please. LightHouse Films is an equal opportunity employer and is committed to promoting a diverse workplace.