

Lighting Rental Floor Supervisor

ARRI Rental

Secaucus, New Jersey

ARRI Rental, the premier rental house for professional motion picture Camera and Lighting equipment, is looking for a **Lighting Rental Floor Supervisor** to work in our **Secaucus, New Jersey** office.

Our products are *Innovative*, our customer service *Legendary* and our staff *Dedicated*.

We seek a creative, self-motivated individual with experience in Lighting and Grip rental equipment, terminology and application along with standards and procedures as they apply to the Motion Picture industry. **The Lighting Rental Floor Supervisor** will supervise all lighting and grip department shop employees, overseeing and assisting with all orders insuring all equipment is in working condition, clean and ready to rent, paperwork and R2 information is correct and accounted for. Interact with Rental Agents, Supervisors, co-workers and subordinate staff to achieve and meet all requirements of production's needs, including working with production crews to make sure all their requirements are met. Maintain a productive and safe work environment for all shop employees.

Main areas of responsibilities for this full-time role include:

- Oversee prepping of all equipment orders for shows and or sub rental customers.
- Manage, all related pull lists, add/drop sheets and shortages for orders
- Assist and manage checking in and out all orders in the computer notifying Rental Agents of any missing, damaged equipment.
- Work with Rental Agents & Rental Manager to ensure all delivery/pick up information is correct.
- Make sure all shop staff are working in a productive and safe manner.
- Handle problem situations and resolve them as they arise.
- Organize paperwork in accordance with office procedures.

We pride ourselves on the service we offer our customers and this individual will be in constant contact with the leading industry professionals and potential decision makers on a regular basis. Servicing our customer's needs is truly our number one priority. Superior relationship building skills are necessary.

To be considered you must possess the following skills/abilities:

- Highly motivated, strong ability to multi-task and be able to flourish in stressful situations
- Knowledge of customer service standards and procedures.
- Must be able to drive a forklift

- Ability to organize, prioritize and schedule work assignments.
- Must possess excellent interpersonal relationship skills.
- Ability to gather data, compile information and prepare for clients.
- Skill in organizing resources and establishing priorities.
- Ability to foster a cooperative work environment.
- Ability to develop and maintain record keeping systems and procedures.
- Skill in the use of personal computers and company related software applications.
- Loading and unloading of vehicles will be required as needed.

We truly value our staff and offer the benefits to prove it, medical, dental and vision insurance, a 401k, vacation, sick and personal leave, etc....

If you are someone who possesses these skills and are up to the challenge, we are looking for you. Salary is dependent upon experience and skill set.

To be considered please email your resume to arricareers@arri.com. *We require that you include your salary requirements.*

ARRI Rental is an equal opportunity employer.

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