



Hoskin Scientific Ltd.
Unit 5 - 3280 South Service Road W, Oakville, ON, L6L 0B1
Phone: (905) 333-5510
www.hoskin.ca

Hoskin Scientific Limited, for over 70 years, has been a supplier of testing and monitoring instrumentation to the Canadian market. With offices in Vancouver, Edmonton, Oakville and Montreal our customers receive local sales and technical expertise for a wide variety of products, including rentals and service. We focus on three major markets: Environmental Monitoring, Geotechnical & Materials Testing, and Test & Measurement Instrumentation.

Title – JUNIOR RENTAL COORDINATOR

Reporting to: Service and Rental Manager

Summary:

The Junior Rental Coordinator works under the direction of the lead Rental Coordinator. Based in our Oakville office, your aim is to be a reliable rental resource for external and internal customers. Your responsibilities include providing top notch customer service with a positive attitude, maintaining existing business and supporting new business opportunities. Be a good steward of the company's rental fleet.

Description of Job Responsibilities:

- Work safely and in alignment with all health & safety regulations.
- Prep, maintain and calibrate units as needed.
- Be knowledgeable on all rental units and their application. (Internal training will be provided.)
- Seek new rental opportunities, develop leads from our website, promptly respond to customer emails & phone inquires.
- Qualify opportunities and source the best rental item for the customer's application.
- Quote rates, deliveries and terms to all customers and schedule timely follow up.
- Secure and fulfill orders, which includes creating and collecting the rental agreement, preparing the rental unit for shipping and processing of all rental invoices.
- Other duties as required by Hoskin management.

Requirement and Skills:

- Partner with key stakeholders, such as sales, finance, service and shipping for the growth and ongoing operations of Hoskin's Rental business.
- Work with our CRM program and related systems to capture customer information and rental activity.
- Post-secondary education in a related Science discipline would be a definite advantage

- Must present and communicate in a professional manner.
- Excellent verbal and written communication skills.
- Must be organized with good time management skills.
- Computer proficiency in Windows and Microsoft applications.
- Must be self-motivated and able to work independently and in a team environment to meet or exceed goals.

We offer a competitive remuneration package and a full range of benefits. Salary is commensurate with education and experience. Interested candidates should send their resume in confidence to:

Hoskin Scientific Ltd.
Unit 5 - 3280 South Service Road W,
Oakville, ON, L6L 0B1
Re: Oakville Rental Coordinator position
Email: sdalby@hoskin.ca