



## Rental Specialist—Galveston, TX

Reports to Rent BeachBox Manager

BeachBox is a premier vacation rental company located in Galveston, Texas. Our business has been growing consistently since 2017 thanks to the efforts of a small group of hard-working, dynamic-thinking, impact-driven individuals. In 2022, we launched Rent BeachBox, an expansion of BeachBox focused on Beach Equipment Rentals. To continue our growth, we are looking to expand our team with like-minded people. The weekly salary range for this Rent BeachBox position is \$12—\$14 per hour, depending on experience. See below for specific information on other benefits.

### Description:

We are looking to hire a trustworthy and reliable individual to assist in all aspects of Beach Equipment Rentals for Rent BeachBox. The Rental Specialist is responsible for delivery & pickup, inventory, maintenance, and reviewing orders. You will work closely with the Manager of Rent BeachBox daily and may have other duties as assigned.

### Roles and Responsibilities:

- Deliver and pick up various beach equipment rentals to and from vacation rentals homes across Galveston Island.
- Manage Inventory, including cleaning, sorting and inspecting items before delivery.
- General maintenance to all rental products
- Review and verify orders to check for accuracy and inventory.
- Perform routine checks on equipment.
- Plan pick up and delivery routes for the next business day.

### Requirements — Tools:

- Smart phone necessary, iPad or computer a plus
- Google Docs Suite
- Pick-up truck or SUV highly preferred to always have stock of inspection supplies on hand and be able to move a lot of items from one location to another.
- Basic tool kit is preferred.

### Requirements — Skills:

- Must have excellent communication skills with quick response times
- Strong organizational skills and task-oriented
- Prior experience working in customer service (travel/vacation rental industry preferred)
- Positive “can do” attitude
- Must be comfortable with technology and online tools
- Ability to work independently, as well as in a team environment



### Requirements — Location/Availability:

- This is a hospitality position that will require someone with a flexible lifestyle. The schedule is typically during daytime hours, however, the position also requires being on call after hours and on weekends.
- Will require a lot of daily driving across Galveston and possibly going to Kemah, San Leon and Surfside.
- Will require a lot of hours and commitment during busy season (May-August)

### Job Requirements:

- Ability to lift 50+ lbs.
- Valid Driver's License
- Willingness to travel.
- Holiday & Weekend availability.

This is a full-time, contract position that will convert to a full-time employee position. The company will reimburse for gasoline. Please upload your résumé to [staybeachbox.com/careers](https://staybeachbox.com/careers)