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# Example of Rental Agent Job Description

Our company is hiring for a rental agent. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for rental agent

* Create car rental reservations
* Make recommendations/upsell services
* Maintaining Communication with Customers on all Rental matters
* Taking incoming calls, directing to the correct contact as necessary
* Establishing and maintaining client, supplier and colleague relationships
* Raising and Closing bookings in line with company procedure
* Cross Hiring vehicles where we are unable to provide vehicles from our own fleet, whilst looking at the best cost saving option for the company
* Organising replacement vehicles for Breakdowns and MOT / Service swaps whilst also liaising with the customer
* Ensuring all paperwork is up to date, filed and tagged as per the bookings status
* Work towards the successful achievement of team targets

## Qualifications for rental agent

* Apart from religious observation, must be able to work part time, 25 hours, that could include weekends
* Must have a minimum of 2 years of commission or incentive based or retail sales experience
* Must be willing to accept a competitive compensation rate based on sales performance commission along with a base hourly rate
* Apart from religious observation, must be able to work a flexible schedule between 5am and midnight - including late flights, nights and weekends
* At least six months of experience in a role where sales and/or customer service were key elements of your duties is preferred
* Apart from religious observation, must be able to work Monday, Wednesday, Thursday from 3pm-Midnight (close) AND Saturday, Sunday from 8am-5pm with a 1 hour break each day