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# Example of Rental Agent Job Description

Our innovative and growing company is looking 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

* Answering questions regarding resort amenities, unit descriptions, location and travel directions, and reservation confirmations
* Familiarity and efficiency with computer systems, knowledge of seasonal rates and awareness of black-out dates
* Confirming/Canceling reservations
* Cross-selling - Sales skill with the ability to determine needs
* Problem resolution - Ability to solve problems without hesitation
* Must be willing to accept Part time employment (up to 25 hours per week)

## Qualifications for rental agent

* Must be able to work at the McGhee Tyson Airport
* Apart from religious observation, must be able to work a set schedule weekly
* Must have a valid driver's license for at least 12 months with no more than 2 moving violations and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI)
* Must be able to accept $9.00 hourly wage
* Must have a minimum of 1 year commission or incentive based sales experience
* Apart from religious observation, must be able to work Friday, Saturday & Sunday from 10am-7pm