

Job Opportunity

Job Posting: **FSJ-2012-01-01**

Job Title: **RENTAL CONSULTANT**

Position Type: **Full Time**

Description: Named one of Canada's 50 Best Managed Companies for 5 years in a row, DRIVING FORCE Vehicle Rentals, Sales and Leasing requires a Rental Consultant to join our team at our Fort St. John location. Rental Consultants have the energy, desire, and commitment to exceed customer expectations. Weekend and evening work may be required.

Duties will include but are not limited to the following:

- Handle incoming phone calls
- Deal with customers renting or returning rentals
- Open and close Rental Agreements and complete necessary paperwork
- Update flowcharts
- Schedule vehicles for clean-up

Qualifications:

- Ability to drive 5 ton trucks and previous rental consultant experience are assets
- Excellent organizational skills; Integrity and commitment
- Strong interpersonal and communications skills
- A commitment to customer service
- A working knowledge of computers (previous experience with Word and Excel would be an asset)

We thank all candidates for their interest, however, only individuals selected for an interview will be contacted.

Location: **Fort St. John**

Please forward a letter of interest with salary expectations and resume to:

Human Resources
11025 – 184 Street
Edmonton, AB T5S 0A6
Fax (780) 481-4242

E-Mail: hr@drivingforce.ca

