

SA MOTOR LEASE is seeking for *Rental Administrator/Sales representative* to join our team due to an increase in business based on the increasing demand. We offer full training. If you like a challenge and consider yourself to be a **CAN-DO** person that would like to work in a fast paced and dynamic work environment, then **SA MOTOR LEASE** the right place for you

All applicants need to:

- Have a strong drive to sell
- Have good time management
- Have strong communication skills (written and verbal)
- Pay attention to detail
- Work well in a team environment. (previous experience within the Car Rental industry will be looked on favourably but is not compulsory)

Basic Duties:

- Answering all phone, walk-in's and e-mail enquiries.
- Acquiring all documents required for a Rental application
- Confirming all details on the rental application
- Making reservations on the Car Rental System
- Making sure that your client is taken care of.
- Booking cars in the workshop for a service.

Working Hours:

Our Operating hours are 8:00am to 17:00pm Monday to Friday. The applicant gets to work 1 weekend a month i.e. Saturday 9:00am to 12:00pm.

All applicants to e-mail their CV to innocentia@pacecarrental.co.za

Please ensure that you include a professional picture of yourself when you send your CV.

Salary:

R6 000 plus over-time

We are based on:

Pace Car Rental

34 14th Street

Marlboro

