



JOB POSTING NOTICE

INTERNAL & EXTERNAL JOB POSTING

Job Posting Date: August 5, 2019

Job Posting #: JP19S-11

Position: Rental Agent

Department: Toyota Rent a Car

We are looking for Rental Agent with exceptional interpersonal and relationship building skills, who can work flexible schedules including day, swing, and midnight shift. This person will be responsible to create the optimal rental experience by maximizing on sales and service opportunities for every customer.

Qualification/Requirement:

Minimum 1 year customer service, or sales experience. Ability to follow defined service and sales processes. Demonstrates strong verbal and written communication skills. Strong organizational skills and has the ability to multi-task. Must be able to work flexible schedules has the ability to communicate in other languages (Korean, Japanese, Chinese) is a plus!

Closing Date: August 26, 2019

Eligibility Requirements:

1. You must be employed by AK, Inc. for at least 12 consecutive months.
2. You must be in your present position for a minimum of 6 months.
3. You must meet the qualifications/requirements listed above.
4. You're most recent evaluation must reflect your job performance as satisfactory or better.
5. You must notify your immediate supervisor/manager of your intent to submit a job-posting application.

Job Posting Application Procedure

1. Complete a job application form, available in the Human Resources Department
 2. Return the completed form to Nadine and give a copy to your immediate supervisor/manager on or before the closing date noted above.
 3. You will be contacted within five working days of receipt of your application.
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