



Rental Advisor

An opportunity has arisen for enthusiastic, motivated individual to join our busy rental team. Based in our Mallusk depot the successful candidate will provide administrative support and be committed to providing our customers with exceptional service.

The role will involve general administration duties as well as the opportunity to be trained in the specific functions of the department. You will be required to handle customer queries face to face and via telephone/email. You will also be responsible for handling the rental of vehicles as and when required.

Full training will be given however the successful candidate must:

- As a minimum possess G.C.S.E (or equivalent) Math's and English at Grade C or above
- Demonstrate strong Communication Skills
- Have previous experience in a Customer Service environment
- Be I.T. Literate including proficiency in Microsoft Office

If you are interested in applying for this vacancy please contact Lynne Savage, Human Resources Officer, for an application form by calling ext.2906.

The closing date for receipt of applications will be Friday 4th May 2018.

We strive to be an Equal Opportunities Employer