

WE ARE HIRING

RENTAL OPERATIONS AGENT

Job Type : Full Time/Permanent

Location : Windhoek, Namibia

Industry : Travel and Tourism

Experience : Minimum of 5 years relevant experience

Job Summary :

Our leading Travel and Tourism company is currently seeking to hire a Rental Operations agent to handle the branch level car rental sales and operations profile.

Responsibilities :

- Will report directly to company directors.
- Quote and Book rental calls and website inquiries.
- Handling the handovers of rental vehicles to our international clients
- Organizing shuttle for Pick Up and Drop Off of clients at the airport
- Manage aspects of the depot fleet, including breakdowns.
- Take photo's and images for social media.
- Inventory Handling and Control
- Effective Petty Cash Handling and receiving of credit card payments
- Adhere to company policies and procedures and ensure legislative and Health and Safety compliance
- Dealing with suppliers

Requirements :

- Minimum of 5 years in the industry of hospitality, tourism, car rental (advantageous)
- Minimum of Matric/Grade 12 Qualification
- Candidate minimum age 30 years old
- Candidate must be well groomed and well spoken
- Valid Drivers licence
- Self-driven and self-motivated individual
- Fluent in English (spoken and written). German will be an added advantage.
- Proficient with Microsoft and Google Packages
- Commercial and financial awareness with excellent negotiating and problem-solving skills
- Flexible and able to embrace and cope with change and accepts accountability
- Must be available to work every 2nd weekend/public holidays and after hours
- Must be able to deliver excellent customer service and be able to handle difficult customers/situations in a professional manner

Must be immediately available or as discussed with successful applicant. Salary will be discussed in interview.

To apply send your CV to Rian@oryxcarrentals.com

Please note if you haven't heard from us within 2 weeks of applying, consider your application unsuccessful.

CLOSING DATE: 28 February 2023