



TITLE: Rental Agent

LOCATION: Yerevan, Armenia

JOB DESCRIPTION: Sixt Armenia is looking for a capable Rental Agent who will have strong communication skills. A customer-oriented approach is essential. The ideal candidate will be trained by the company.

SCHEDULE: 1 day shift – 09:00-19:00 at the Northern Avenue, 1 night shift – 19:00-09:00 at the Zvartnots Airport. 2 days off

DEADLINE: 25.12.2018

JOB RESPONSIBILITIES:

- Give the customer complete information concerning the car model and its extras
- Check-out and check-in the cars
- Fill-in all the necessary documentation
- Drive the vehicles from airport station to headquarters for technical check and maintenance when needed
- Treat the customers in a polite and competent way
- Be aware of the company, prices, rental conditions and other company procedures
- Give full and competent information to the customers
- Provide a high level of customer service
- Handle customer special requests if possible
- Perform other related duties as required
- Keep the image of "Sixt" brand high.

REQUIRED QUALIFICATIONS:

- Strong verbal and written communication skills in English and Russian languages
- Ability to work at night shifts, as well
- Work experience will be a plus, but not mandatory
- Excellent customer service skills
- Excellent communication skills
- High sense of responsibility and attention to details
- Driving license is a must

APPLICATION PROCEDURES: All the interested and qualified candidates are welcome to apply by submitting their CV to career@autogroup.am. Please mention the title of the position in the subject line of your email. Only shortlisted candidates will be invited for the interview.



ABOUT COMPANY: Founded in 1912, SIXT is the largest car rental company in Germany and Austria. Sixt Armenia is officially represented by "Fora" LLC.