



Rental
Leasing
Logistics

**WE SEEK HIGH-PERFORMANCE PEOPLE WITH A DEEP PASSION FOR CUSTOMER SERVICE AND HIGH ETHICAL STANDARDS. SOUND LIKE YOU? IF SO CONSIDER BECOMING
A Part-Time Rental Representative**

Position Summary:

A Penske Part-Time Rental Representative is perfect for a driven individual who will thrive in an entrepreneurial environment and must have the desire to improve their skills. You will be actively involved with the sales, administrative, service, and operations teams. This is an excellent Entry Level opportunity to begin an exciting career with the nation's leading transportation company.

This is a Part-Time position, generally planned for 25 hours per week.

Qualified candidates must be available to work weekend shifts.

If interested submit your resume to: shawn.vanbuskirk@penske.com

Major Responsibilities:

- Handle inbound and outbound sales process
- Generate new business leads and maintain existing customer relationships
- Manage and oversee large fleet of vehicles
- Match vehicle demand with availability
- Coordinate all aspects of customer's accounts
- Ensure complete customer satisfaction in a fast-paced environment.
- Other projects and tasks as assigned by supervisor.
- At least 6 months of retail sales and/or customer service experience preferred
- Bachelor's degree not required but pursuing a degree is preferred
- Bilingual in Spanish is a plus
- Ability to make independent decisions, work well in a team environment, customer service skills, organizational skills, and a positive attitude are required.
- Proficiency in the use of a computer, including Microsoft Word, Excel, Outlook and PowerPoint required
- Valid Driver's License required, as is the ability and willingness to drive Penske vehicles, up to and including a 26' box truck.
- Willingness to work the required schedule, work at the specific location required, travel as necessary, accurately complete Penske's employment application, submit to a background investigation (to include past employment, education, and criminal history) and drug screening are required.
- Hourly rate to be discussed during interview process

Physical Requirements:

-The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-The associate must regularly lift and /or move up to 25/lbs12kg, frequently lift and/or move up to 50lbs/ 23kg and occasionally lift and/or move up to 100lbs/45kg.

-Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

-While performing the duties of this Job, the associate is regularly required to stand; walk; sit and talk or hear. The associate is frequently required to use hands to finger, handle, or feel and reach with hands and arms.

Penske is an Equal Opportunity Employer, including individuals with disabilities and protected veterans.

Penske Truck Leasing Co., L.P., headquartered in Reading, Pennsylvania, is a partnership of Penske Corporation, Penske Automotive Group, General Electric Capital Corporation and Mitsui & Co., Ltd. A leading global transportation services provider, Penske operates more than 216,000 vehicles and serves customers from more than 1,000 locations in North America, South America, Europe, Australia, and Asia. Product lines include full-service truck leasing, contract maintenance, commercial and consumer truck rentals, used truck sales, transportation and warehousing management and supply chain management solutions. Visit <http://www.GoPenske.com/careers> to complete an on line application.