

We are seeking a dynamic Lot Attendant for our Portland Airport location!

Responsible for ensuring that the overall car rental flow in the lot is as efficient and seamless as possible, including monitoring the car lot supply, movement and cleanliness, receiving and inputting car ready tickets, and processing vehicle upgrades, exchanges, and Express rentals.

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Monitor car lot supply, movement and cleanliness; maintain adequate model mixes to meet demand; secure vehicles through physical inventory and ensure placement on lot is accurate to achieve efficiency in the car rental process.
- Receive and enter car ready tickets and new car information into computer system to update inventory
- Process vehicle upgrades and/or exchanges
- Process Express rentals, as required
- Identify vehicles to be mass-moved, and communication/coordinate with Shutter's to achieve task
- Assist with flow of vehicles off lot
- Distribute new cars keys for customers and employees
- Performed related responsibilities as required or assigned.

Required Education/Experience:

- High School Diploma/or equivalent
- 1 year of car rental experience preferred
- Valid driver's license as required by State

Required Qualifications:

- Knowledge of car rental operation
- Knowledge and skill in the operation of car rental software and hardware
- Ability to type and perform accurate data entry
- Good organizational skills with the ability to write clearly and concisely
- Ability to understand and follow oral and written directions
- Ability to process all paperwork according to policies and procedures
- Ability to manage stressful and unusual situations while maintaining good customer relation
- Ability to speak and understand English
- Ability to operate radio, security and computer equipment

This is a full time hourly paid position. Full benefits are included. Applicants must be 20 years of age, carry a valid driver's license, and have a flexible schedule (nights and weekends are mandatory to start.)

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Job Type: Full-time

Salary: \$12.50 /hour