

# Leasing & Rental Operations Assistant – Brampton

**Please submit your resume to [bgadgil@visiontruckgroup.com](mailto:bgadgil@visiontruckgroup.com)**

## **Job description- Day Shift 8AM-5PM**

Are you looking to take the next step in your career? Want meaningful employment working in a family-owned operation? Looking for a company focused on employee experience and training? Look no further!

Vision Truck Group is currently seeking a Leasing & Rental Operations Coordinator within our fast paced environment to work in our Truck Leasing Division Monday to Friday from 8:00AM – 5:00PM at our Brampton, Ontario dealership.

Our ideal candidate should have a welcoming and positive attitude, excellent interpersonal and organizational skills, and the ability learn on the job. Experience in accounting, excel, and office administration would be considered an asset.

### **Responsibilities:**

- Track and analyze the status of leased and rental vehicles
- Reviewing leasing applications to ensure they meet requirements
- Reviewing and updating rental/lease agreements as needed
- Processing all paperwork associated with rentals and lease including application forms, background checks, security deposit forms, etc.
- Coordinate equipment inspection, pickup, and delivery
- Assist with onboarding new rental units – i.e. service dates, repairs, lease durations, warranty, etc.
- Obtaining plates, ownerships and insurance coverage on all units
- Collaborate with sales team on required projects
- Answering calls and emails from customers and answering questions regarding lease and rental
- All other duties as required

### **Requirements:**

- Valid G license and clean driving record
- A Bachelor's degree in accounting, finance, or business administration
- Experience in rental and leasing positions is an asset

- A background in the automotive/transportation industry would be a strong asset
- Excellent verbal, written and technological communication skills
- Exceptional organizational skills
- Good ability and knowledge of computer usage
- Personal professional appearance
- Strong excel and accounting background
- An understanding of VTG culture would be considered an asset

May require travel up to 25% of the time with company provided vehicle

Schedule:

- Day shift
- Monday to Friday

Education:

- Bachelor's Degree (preferred)

Experience:

- Administrative experience: 1 year (preferred)

Job Type: Full-time

Benefits:

- Dental care
- Extended health care
- Paid time off

Work Location: In person