



Title: Commercial Lease / Rental Coordinator

Location: Barrie

Hours: 40 hours per week with occasional Saturdays and overtime as required

Reports to: President / Controller

Currie Truck Centre & Leasing requires a **Commercial Lease/Rental Coordinator** at our Barrie location. The successful applicant will have strong written and verbal communication skills and be highly detail oriented and computer literate. Preference will be given to individuals with experience in either a dealership or lease/rental environment. A valid driver's license is required & a DZ license would be a beneficial.

Responsibilities:

Customer Service:

- Providing excellent front line customer service for all service & lease customers
- Arrange for replacement units for service & lease customers whose units are in for maintenance/repair
- Complete rental agreements for all rental customers and ensure all necessary license & insurance documentation is received as required
- Complete a walk around with customers for all outgoing rental units, familiarizing them with the unit and the terms of the rental contract.
- Inspect and check units in as per check-in sheet for all returning rentals
- Make arrangements to have returning units prepared for the next rental contract

Administrative:

- Assist with creating full maintenance lease quotations and attend customer presentations as required
- Create lease contracts for all new full maintenance leases and update the master fleet record with lease detail
- Create & maintain comprehensive records for all full service lease/maintenance contracts
- Tracking & scheduling of all preventative maintenance & repairs for the entire lease/rental fleet within the specified PM intervals
- Tracking & maintaining of all regulatory permits/requirements for the lease/rental fleet including MTO, CVOR and IRP renewals and documentation
- Track and schedule all units in the rental fleet, including current & future bookings, to monitor and plan for optimum utilization
- Increase company and brand awareness via preparation & distribution of marketing materials