TITLE: Vehicle Leasing Representative

REPORTS TO: Sales Manager

POSITION INFORMATION:

The Vehicle Leasing Representative sells vehicle leasing services to businesses and individuals in accordance with established profit and customer satisfaction guidelines.

DUTIES AND RESPONSIBILITIES:

(Dealer: For each job function, check ''E'' if it is essential in your dealership or ''M'' if it is marginal.)

E( ) M( ) Visit prospective customers to stimulate interest in establishing or expanding vehicle leasing programs.

E( ) M( ) Explain the leasing concept to customers and how they can benefit from the tax savings, reduced capital expenditures, etc.

E( ) M( ) Recommend the type (and number, if a fleet) of vehicle needed to perform the job satisfactorily with minimal expense.

E( ) M( ) Compute leasing charges, based on such factors as length of contract, anticipated mileage, and applicable taxes.

E( ) M( ) Prepare and send leasing contracts to the appropriate party.

E( ) M( ) Promote a better understanding of the leasing concept among salespeople and other dealership employees.

E( ) M( ) Assist in the development of advertising campaigns.

E( ) M( ) Revise administrative procedures to enhance the dealership's leasing program.

QUALIFICATIONS:

Ability to read and comprehend instructions and information. Valid driver's license and a good driving record. Excellent communication skills. Professional personal appearance. Ability to meet an established minimum quota of lease contracts. Ability to explain the leasing concept to consumers. Ability to work well with the sales department and with financing sources.

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WORKING CONDITIONS:

The Vehicle Leasing Representative performs functions in the dealership showroom and lot. S/he also will be required to leave the dealership several times a week to call on commercial accounts. May be required to spend several hours a shift outdoors. Evening, holiday and weekend work will be required.

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NOTE:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the dealership reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, or technological developments).

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the dealership has a similar right.

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Employee's Name Employee's Signature Date

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Supervisor's Name Supervisor's Signature Date

We are an Equal Opportunity Employer