

**Job title:** Manager, Short-term Leases  
**Department:** Sales Department  
**Reporting to:**  
**Date written:**  
**Approved by:**  
**Approval date:**  
**Date reviewed:**  
**Employment status:**  
**Written by:**

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### **SUMMARY JOB DESCRIPTION**

*Leases vehicles to customers and makes the short-term leasing service turn a profit.*

**The MAJOR TASKS are listed below, but the incumbent may be assigned to other duties.**

- Manages the stock of fleet vehicles available for short-term leasing.
- Coordinates and follows up on fleet vehicle maintenance with the after-sales department.
- Welcomes customers and inquires what model vehicle they need, where they will pick it up and return it and how long a lease term they require.
- Indicates the cost of the lease, based on the car model, the daily rates, the expected kilometrage and the desired insurance coverage requested, as well as the deposit required.
- Examines the customer's driver's licence and credit card to confirm that the identity documents are valid and that the customer is entitled to the lease.
- Offers the customer collision insurance, with or without a deductible.
- Completes the lease contract, explains the leasing policies and conditions, verifies credit and obtains the customer's signature and deposit.
- Calls the storage or maintenance service, to inquire about the availability of cars and request a delivery.
- Examines the car when it is returned, to ensure that it has not been damaged, and records the kilometrage and gasoline consumption.
- Takes charge of cars returned by customers and calculates the leasing charges, based on the car model, the lease term, kilometrage, taxes and other charges, such as charges for late returns or damage during the lease.
- Reconciles the cash or credit card vouchers with the lease contract and forwards them to management.
- In the event of an accident, contacts the customer's insurer concerning rider AQ20 (replacement vehicle) and invoices the insurer.
- Follows up on accounts receivable and collects past due accounts.

- Adds fluids, such as gasoline, oil and coolant, to ensure vehicle maintenance.
- Writes monthly reports on department activities.
- Takes part in management meetings, if invited.
- Maintains a professional appearance.
- Performs other tasks, based on management requirements and instructions.

## SECONDARY TASKS

- *Description of one or more secondary tasks to be added, according to your needs.*

## JOB REQUIREMENTS

**Language skills**  
**Knowledge and skills**  
**Responsibilities**

**Effort**  
**Work conditions**  
**Other requirements**

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Uses his/her software efficiently to obtain more details about the requirements of the job. This software has the advantage that it incorporates the sixteen job evaluation factors developed by the CCAQ to facilitate the achievement of pay equity within the business. With this software, each job evaluation criterion for the jobs related to a job can be indicated below each job description.

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***N.B.: In this publication, the use of the masculine to refer to people does not imply any discrimination.***

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