



Job Title: Rental Services Assistant

Location: Kake Tribal Corporation, Kake, Alaska

Schedule: Part-Time; Schedule determined by Property Manager

Reports To: Property Manager

Job Summary:

The Part-Time Rental & Guest Services Coordinator supports the day-to-day rental operations of Kake Tribal Corporation. Working under the direction of the Property Manager, this position assists with rental transactions, customer service, vehicle preparation, and front desk operations. The position is responsible for helping ensure rental vehicles and customer areas are clean, organized, and ready for use.

Essential Duties and Responsibilities

- Assist customers with rental vehicle check-ins, check-outs, reservations, and general inquiries.
- Process rental payments and transactions accurately and provide receipts as required.
- Maintain the front desk and customer service area in a clean, organized, and welcoming condition.
- Answer incoming calls and direct customers, guests, and vendors appropriately.
- Clean and prepare rental vehicles, including washing, vacuuming, fueling, and removing trash.
- Inspect vehicles before and after rentals for cleanliness and visible damage and report concerns.
- Assist with maintaining vehicle supplies, cleaning materials, and rental inventory.
- Help clean and prepare rental properties and seasonal housing units.
- Maintain rental records, transaction logs, and related documentation as assigned.
- Follow company procedures for cash handling, vehicle use, safety, and customer service.
- Communicate scheduling needs, vehicle concerns, maintenance issues, and customer matters to the Property Manager.
- Maintain confidentiality regarding customer and corporate information.
- Perform additional duties as assigned.

Performance Expectations

- Provide courteous and professional customer service.
- Maintain accurate transaction and rental records.
- Ensure vehicles and rental properties are clean and rental-ready.
- Follow company policies, safety procedures, and operational standards.
- Demonstrate reliability, punctuality, and professionalism.

Minimum Qualifications

- High school diploma or GED required.

**Kake Tribal Corporation
Rental Services Assistant**

- Customer service, rental, hospitality, housekeeping, retail, or office experience is helpful but not required.
- Friendly and professional communication skills.
- Ability to accurately handle money and process transactions.
- Basic computer skills and ability to learn rental and payment systems.
- Ability to work independently and follow instructions.
- Ability to maintain confidentiality.
- **Valid driver license required.**

Physical Requirements

- Ability to stand, walk, bend, and perform cleaning tasks for extended periods.
- Ability to lift and carry up to 50 pounds.
- Ability to work indoors and outdoors in varying weather conditions.
- Ability to safely operate and inspect rental vehicles.

Employment Conditions

- Must comply with all Kake Tribal Corporation policies and procedures.
- Must be legally authorized to work in the United States.

Compensation

DOE (Dependent on Experience)

Benefits

- Competitive salary based on qualifications and experience.
- Paid time off and holidays.
- Professional development opportunities.

Kake Tribal Corporation is an equal opportunity employer.
Shareholder and descendant preference may apply in accordance with applicable laws and corporate policies.