

## Sales and Related Positions

### Counter and Rental Clerks

**Counter and Rental Clerks** receive orders for repairs, rentals, and services. They discuss available options with the customer, write-up details of purchases, compute the costs, and accept payments.

Counter and rental clerks are employed in a wide variety of businesses; for example, some may rent out vehicles, movies, or appliances, while other work at laundry mats or information booths.

Counter and rental clerks must be well-informed and knowledgeable about their company's services, policies, and procedures. As in any customer service position, it is imperative that counter and rental clerks have good written and oral communication skills. They generally work a standard 40 hour week though hours vary according to the business' hours of operation.

### Education/Training

#### *How to Obtain:*

Most counter and rental clerk jobs are entry-level positions that require little or no experience and minimal formal education.

Some employers may require a high school diploma or equivalent.

In most companies, counter and rental clerks are trained on the job by more experienced workers and sometimes through the use of videos and other instruction manuals.