

**Position:** Costing Clerk  
**Business Unit:** Barons  
**Location:** Pietermaritzburg  
**Reporting to:** Aftersales Manager



## Overview: Job purpose and deliverables

**The purpose of the role:** The core purpose of this position is to ensure that all completed work (job cards) from the service department is allocated and costed according to policies and procedures – including sublet work, oil, consumables etc. To be successful in the role, you would strive towards 100% cost recovery, ensuring that out of line efficiencies is reported to management, and that customer details are accurate and maintained every time a job card is costed.

### Key deliverables and outputs:

- Maximise labour sales on all claims
- Be responsible for controlled costing, by accurately costing job cards against actual work done;
- Achieving and maintaining Dealer standards
- Ensure accurate costing on job cards and credit notes
- Maintain highest standard of courtesy
- Ensure highest standard of interpretation of warranty claims & costing jobs
- Prepare claims for submission to OEM
- Return parts to OEM within required time frame
- General administration
- Up to date filing system for all costing/warranty documents
- Achieve and maintain OEM standards
- Keep up to date with all OEM requirements on claim process
- Manager risk of rejection and late claims
- Ensure that all claims adhere to policies & procedures for audit purposes

# Overview: Essential individual competencies to be successful in the job

## Academic qualifications:

### Essential:

- Matric (Grade 12)
- Unendorsed driver's License
- Computer Literacy

## Work experience:

- As a Warranty and Costing Clerk.
- Evolve Minimum 2 years'
- Experience in the motor industry Systems

## Knowledge and Skills:

- Evolve systems experience essential
- Clear, fluent English communication, a second language will be advantageous
- Well-developed communication skills
- Microsoft Office skills (Excel, Word, and Outlook)
- Professional telephone etiquette
- Attention to detail
- Strong administrative skills

## Behavioural Attributes:

- Willingness to learn and keep up to date with developments
- Helpful and supportive behaviour in interpersonal interactions
- Assertive
- Trustworthy to work without supervision
- Ability to work under pressure

### Level of Decision-Making

Decision making takes operational trends and business plan into account and generates multiple possibilities that involve trade-offs and juggling of multiple variables (budget, people, technology).

### Level of Problem Solving

Problem solving requires specialist and/or highly technical ideas/concepts.

**APPLICATIONS MUST BE FORWARDED TO: ON, OR BEFORE: 23 OCTOBER 2024**

Email: [Recruitment@nmi.co.za](mailto:Recruitment@nmi.co.za)

**Please use reference number: Costing Clerk Barons Pietermaritzburg**

Any internal employee who considers this opportunity must inform his/her manager prior to applying/attending an interview.

Should you not receive a response in 10 days, please consider your application as unsuccessful as Selection will be done in terms of the company's Employment Equity Policy