

Position: Costing Clerk
Business Unit: Ford
Location: Pinetown
Reporting to: Service Manager



Overview: Job purpose and deliverables

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

- Process all costings as per policy & procedure of BMR and OEM
- Be responsible for controlled costing, by accurately costing warranty job cards against actual work done;
- Achieving and maintaining NMI standards
- Maintain highest standard of courtesy
- Ensure highest standard of interpretation of 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 warranty documents
- Achieve and maintain NMI and OEM standards
- Keep up to date with all OEM requirements on costing process
- Manage risk of rejection and late claims
- Ensure that all claims adhere to policies & procedures for audit purposes

Internal customers

- All Business units; All support functions; Finance

External stakeholders

- Customers and Suppliers

Overview: Essential individual competencies to be successful in the job

Academic qualifications:

- Matric
- Unendorsed driver's License

Advantageous:

- Technical qualification or orientation

Work experience:

- 3-5 years in Motor Industry in same or similar position

Knowledge and Skills:

Essential:

- Kerridge systems experience essential
- Clear, fluent English communication, a second language will be advantageous
- Costing of job cards, costing sheets and procedures, and understanding warranty claims
- Well-developed communication skills
- Microsoft office skills (Excel, word and outlook)
- Professional telephone etiquette
- Attention to details
- Strong administrative skills
- Deadline orientated

Behavioural Attributes:

Essential:

- 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: 05 April 2025

Email: Recruitment@nmi.co.za

Please use reference number: Costing Clerk Ford Pinetown

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