

Position: Stock Controller
Business Unit: Ford
Location: Pinetown
Reporting to: Sales Manager



Overview: Job purpose and deliverables

Purpose of the role: The core purpose of this position is to meet and exceed targets and customer expectations at every phase of the selling process. To be successful in the role, you would have a passion for the business, up to date product knowledge, have the ability to follow up on leads and have an excellent closing ratio. You will have a professional personal image and will have a drive to meet targets in terms of units, profit and CSI/CCS targets

Key deliverables and outputs:

- Assist with all administrative duties relating to New cars
- Complete all necessary paperwork and documentation related to vehicles and stocking of vehicles
- Filing, data capturing and maintaining accurate records.
- Stock new vehicles
- Keep/Update Vehicle Stock System
- Responsible for administrative duties.
- Complete all necessary paperwork and documentation related to vehicles, stocking and sales of vehicles.
- Responsible for showroom floor
- General duties



Overview: Essential individual competencies to be successful in the job

Academic qualifications:

- Matric / Grade 12
- Unendorsed driver's license

Work experience:

- Three years' experience in the motor retail experience
- Previous experience as stockyard controller

Knowledge and Skills:

- Computer literacy
- Experience in office administration.
- Experience of stockyard controlling.
- Knowledge of the Kerridge system
- Knowledge of cars essential.
- Product knowledge or the ability to quickly
- Acquire
- Driving skills
- Persuasive communication style
- Ability to work without close supervision
- Attention to detail
- Time management

Behavioural Attributes:

- Organizational awareness
- Concern for customer service
- Entrepreneurial drive
- Business acumen
- Concern for standards
- Interpersonal sensitivity
- Concern for communication
- Self-confidence
- Reliability

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: Stock Controller 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