

Position: Parts Admin Clerk
Business Unit: Toyota
Location: Postmasburg
Reporting to: Parts Manager



Overview: Job purpose and deliverables

Purpose of the role: A Parts Clerk is responsible for managing inventory, ordering, receiving and distributing parts and supplies in a timely manner

Key deliverables and outputs:

Reporting to the parts Manager , you will be responsible for:

- Admin duties
- Parts reconciliation
- Parts Receiving
- Stock taking
- Submission of parts claims
- And any other admin function
- Liaising with DNI Dealer – on Discrepancies
- Handling of cash & Relieving of parts cashier
- Parts binning
- Parts sales to workshop/over the counter
- Parts deliveries



Overview: Essential individual competencies to be successful in the job

Academic qualifications:

- Matric (Grade 12)
- Unendorsed drivers License
- Admin experience will be advantage

Work experience:

- Creditors management
- Debtors management
- Administration

Knowledge and Skills:

- Good interpersonal relationships
- Teamwork
- Good speaking voice
- Concern for meeting deadlines
- Willingness to comply with company administrations systems; And willingness to work flexible hours/overtime
- Parts product knowledge
- Helpful, supportive and Communicative
- Methodical Approach to work

Behavioural Attributes:

- Strong discipline & Administration skills
- Work independently
- Attention to Detail and Accuracy
- Computer Literacy – Pre-requisite
- Excel & Word Experience
- Technician Orientation

Level of Decision-Making	Level of Problem Solving
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).	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: Parts Admin Clerk Toyota Postmasburg

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