

**Position:** Administrator: Invoicing  
**Business Unit:** Barons  
**Location:** Woodmead  
**Reporting to:** Sales Manager



## Overview: Job purpose and deliverables

**Purpose of the role:** The core purpose of this position is to delivery effective support to dealership sales targets through pro-active sourcing of stock and ensuring availability of vehicles for customers and sales staff. To be successful in the role, you would need high levels of sourcing skills and building relationships, control and accuracy of stock; thoroughly checking vehicles on arriving from factory; accurate paperwork and effective filing system, bringing vehicles into stock accurately and timeously

### Key deliverables and outputs:

- Complete all necessary paperwork and documentation related to vehicle orders, stocking/invoicing and sales of vehicles for New and Used Department
- Capturing of manufacturer data, filing and maintaining accurate records
- Interface with customers
- Specify vehicles for allocation by manufacturers
- Swapping of vehicles with other dealers
- Preparation of vehicles for delivery
- Assist with ad-hoc administrative tasks from time to time
- Build good supplier relationships, maintaining a professional reputation as an ambassador for NMI

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

## Academic qualifications

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

## Work experience

- 3-5 years in Motor Industry in same or similar position
- Motor Retail dealership experience
- Previous Stock Controlling Experience

## Knowledge and Skills

- Autoline system 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 detail
- Good Networking Skills
- Good Planning Skills

## Behavioural Attributes

- Willingness to learn and keep up to date with developments
- Helpful and supportive behaviour in interpersonal interactions
- High attention to detail and accuracy
- Able 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: 18 July 2025**

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

**Please Use Reference: Invoicing Administrator – Barons Woodmead**

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