

Position: Repair Shop Assistant
Business Unit: Toyota
Location: Postmasburg
Reporting to: Service Manager



Overview: Job purpose and deliverables

Purpose of the role: The core purpose of this position is to provide quality repair work first time right, as efficiently and effectively as possible. The successful candidate would strive for efficiency, pro-actively developing their technical knowledge, work best as a member of a team and have a strong belief in quality workmanship.

Key deliverables and outputs:

- Ensure repairs are carried out in accordance with manufacturer specifications.
- Maintain housekeeping and safety standards.
- Complete all administrative tasks etc. Job Cards, as specified by manufacturer.
- Ensure that all repairs are carried out within specified time.
- Deliver at all times exceptional customer service to add value to the service department.
- Ensure all warranty repairs are carried out within manufacturer parameters.
- Be responsible for servicing and repairs of Commercial vehicles.

Overview: Essential individual competencies to be successful in the job

Academic qualifications

- Matric Certificate
- Unendorsed driver's license

Work experience

- Two years' experience in the Motor Industry
- Proven track record as an RSA

Knowledge and Skills

- Product knowledge
- Quality Maintenance
- CSI Awareness
- Quality maintenance
- Good communication skills
- Technical

Behavioural Attributes

- Customer friendly
- Positive, self-motivated
- Good interpersonal relationships
- Ability to work under pressure
- Team player
- Willing to go the extra mile to get the job done

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: 18 July 2025

Email: Recruitment@nmi.co.za

Please Use Reference: Repair Shop Assistant - 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