

Position: Receptionist / Stock Control
Business Unit: Isuzu
Location: City Deep
Reporting to: Financial Manager



Overview: Job purpose and deliverables

NMI is looking for a versatile Receptionist/Stock Controller to manage front desk duties while overseeing inventory and stock accuracy. If you're organised, people-focused, and thrive in a multitasking role, we'd love to hear from you.

Purpose of the role: Operate and manage the switchboard and manage the switchboard. Dual responsibility required from applicant. Assist with stock control & invoicing in new vehicle department.

Key deliverables and outputs:

- Operate and manage the switchboard and reception frontline area.
- Be polite and diplomatic with customers at all times.
- Be prompt and accurate in distributing messages.
- Direct the reception and greeting of customers.
- Control and distribute all incoming calls.
- Ensure the switchboard is managed professionally at all times.
- Perform general administrative and ad hoc duties, including petty cash control.
- Manage customer queries.
- Capture quotes and send to customers.
- Ensure all customer paperwork is done timeously.
- Keep the front reception area neat and up to audit standards.
- Complete all necessary paperwork and documentation related to vehicle orders, stocking and sales of vehicles
- 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
- Invoicing and costing of vehicles done accurately and timeously
- Each sale is processed correctly and in line with dealership and Franchise procedures and standards
- An accurate, neat and systematic filing system maintained; Safe-keeping of files controlled
- Customer information captured accurately at all times; All data management systems, policies and procedures adhered to
- All manufacturer programs are known, understood and utilised

Overview: Essential individual competencies to be successful in the job

Academic qualifications

- Matric (Grade 12)
- Prior experience in the field is necessary

Work experience

- Computer Literacy
- Evolve

Knowledge and Skills

- Stock control & invoicing

Behavioural Attributes

- Microsoft Office skills (Excel, Word, and Outlook)
- Professional telephone etiquette
- Detail orientated
- Passion for customer service
- Ability to communicate clearly and concisely with customers and all staff.
- Patient, friendly and pleasant
- Professional attire and appearance

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: 07 August 2025

Email: Recruitment@nmi.co.za

Please use reference number: Reception/Stock Control – Isuzu City Deep

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