

Position: Warehouse Assistant
Business Unit: Toyota
Location: Menlyn
Reporting to: Parts Manager



Overview: Job purpose and deliverables

NMI is looking for a reliable Warehouse Assistant to manage stock, assist with orders, and maintain an organised warehouse. If you're hardworking, detail-oriented, and thrive in a fast-paced environment, we'd love to have you on our team.

Purpose of the role: The core purpose of this position is to produce high-quality, precise, and consistent work by supporting the efficient operation of the warehouse through accurate receiving, storing, and dispatching of automotive parts and materials. To be successful in the role, you must ensure that all work output meets established standards, guidelines, and procedures while maintaining correct inventory levels and minimizing discrepancies. The role also involves assisting with stock counts, labelling, binning, and maintaining a clean, safe, and organized warehouse environment. Attention to detail, a proactive attitude, and strong teamwork are essential to ensuring smooth service operations and overall efficiency.

Key deliverables and outputs:

- Parts delivered safely and on time, all deliveries signed for on the trip sheet. Data accurately captured and logged
- Quantity & type parts checked against the delivery note before departure
- Quantity & type parts checked against delivery with the customer
- Prescribed routes followed as instructed by the Manager / Dispatch Clerk
- Competitor activity & customer business development
- Proof of payment/cash collected from customers is handed to the cashier according to Dealership processes, all Policies & Procedures adhered to, all transactions counted and signed for.
- Company / Delivery vehicle maintained & kept in good working order. Vehicle faults & maintenance/service needs reported to the relevant manager
- Create and maintain professional working relationships
- Accident, damage & traffic offence free driving
- Company car Policy, Driver's Policies & delivery time requirements adhered to at all times
- All Safety Policies & Legal requirements adhered to

Overview: Essential individual competencies to be successful in the job

Academic qualifications:

- Matric Certificate or equivalent
- Unendorsed driver's license

Work experience:

- Willingness to work flexible hours/overtime
- Experience as a driver
- Parts Warehouse experience for a minimum of 1 year

Knowledge and Skills:

- Communication
- Planning, organising and control,
- Ability to cope under pressure
- Basic computer literacy

Behavioural Attributes:

- Good interpersonal relationships,
- Ability to function without close supervision
- Assertiveness
- Communication
- Planning, organising, and controlling,
- Ability to cope under pressure

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: 21 October 2025

Email: Recruitment@nmi.co.za

Please Use Reference: Warehouse Assistant - Toyota Menlyn

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