

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



Overview: Job purpose and deliverables

NMI is looking for a detail-oriented Parts Admin Clerk to handle parts documentation, process orders, and maintain accurate records. If you're organised, efficient, 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 role is to provide accurate and efficient administrative support to the parts department, ensuring all documentation and records are properly maintained. The Parts Admin Clerk is responsible for processing orders, capturing data, and assisting with stock control and invoicing in a timely manner. By ensuring accuracy, compliance, and smooth administration, they support the efficiency of the parts department and contribute to excellent customer service.

Key deliverables and outputs:

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

- Complete all necessary paperwork and documentation related to admin.
- Capturing of manufacturer data, filing, and maintaining accurate records
- Interface with customers
- Cashier duties
- 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
- Manage customers' queries

Overview: Essential individual competencies to be successful in the job

Academic qualifications:

- Matric / Grade 12
- Unendorsed driver's license

Work experience:

- 2 -5 years of Admin Experience
- Kerridge Knowledge required

Knowledge and Skills:

- Computer literacy – pre-requisite
- Excel & Word Experience
- Strong Microsoft capabilities
- Good communicator
- Good planning and execution of skills
- Good networking skills
- High attention to detail and analytical ability
- Ability to work under pressure
- Good speaking voice
- Concern for meeting deadlines
- Willingness to comply with the company's administrative systems; and
- Ability to work under pressure
- Ability to work accurately
- Ability to negotiate
- Ability to build and maintain relationships
- Methodical Approach to Work



Behavioural Attributes

- Persuasive communication style
- Ability to work without close supervision
- Attention to detail and accuracy
- Organizational awareness
- Reliability
- Good communicator
- Good planning and execution of skills
- Good networking skills
- High attention to detail and analytical ability
- Technician Orientation
- Strong Discipline

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: 30 December 2025

Email: Recruitment@nmi.co.za

Please Use Reference: Parts Admin Clerk – 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