

Position: Administration Clerk
Business Unit: Toyota
Location: Centurion
Reporting to: New Vehicle Sales Manager



Overview: Job purpose and deliverables

NMI is looking for an efficient Administration Clerk to support daily operations, handle documentation, and ensure smooth office processes. If you are organized, reliable, and thrive in a structured environment, we'd love to hear from you.

Purpose of the role: The core purpose of this position is to deliver effective support to the parts department efficiently and timeously. To follow up on Debtors. To be successful in the role, you would ensure that work output is accurate based on established standards, guidelines, and procedures.

Key deliverables and outputs:

- Complete all necessary paperwork and documentation related to the administration.
- Capturing of manufacturer data, filing, and maintaining accurate records
- Interface with customers
- An accurate, neat, and systematic filing system is maintained, and safe-keeping of files is 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 customer 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
- 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
- Organizational awareness
- Reliability
- Good communicator
- Good planning and execution of skills
- Good networking skills
- High attention to detail and analytical ability



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: 28 February 2026

Email: Recruitment@nmi.co.za

Please Use Reference: Administration Clerk – Toyota Centurion

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