

Position: Administration/Prep Clerk
Business Unit: Mercedes-Benz
Location: Umhlanga
Reporting to: New & Pre-Owned Sales Manager



Overview: Job purpose and deliverables

NMI is looking for an efficient Administration/Prep 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 sales department efficiently and timeously. To be successful in the role, you would conduct final quality checks, complete final accessory fitments and complete PDI processes 1 days before delivery, prepare vehicles according to procedures and accuracy and efficiency with documentation control.

Key deliverables and outputs:

- Maintain and manage deliveries of sold New/Pre-owned sales
- Stock Control, report any discrepancies/irregularities
- Move ready vehicles and conduct final quality checks
- Complete final accessory fitment and PDI completed process 1 day before delivery
- Preparation of new/pre-owned vehicles for delivery
- Driving – Collecting / Delivering of Vehicles
- Deliver/collect new/used vehicle registrations to traffic department, keep track of outstanding new/used registrations,
- Assist with key control for new/used and trade-in vehicles,
- Adhere to all security procedures,
- Assist with ad-hoc administrative tasks from time to time,

Overview: Essential individual competencies to be successful in the job

Academic qualifications:

- Matric / Grade 12
- Code 8 unendorsed driver's license

Work experience:

- Experience in vehicle preparation
- 2 years driving experience
- 2-3 years in the Motor Industry in same or similar position

Knowledge and Skills:

- Experience in vehicle preparation
- Knowledge of sales processes
- Computer Literacy
- Planning, organizing and control
- Manage time effectively to meet deadlines
- Well-developed verbal and written communication skills
- Attention to detail
- Driving skills
- Interpersonal skills
- Basic computer literacy

Behavioural Attributes

Essential:

- Managing and measuring work
- Customer focused
- Good interpersonal relationships
- Motivated team player
- Self-motivated

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: 02 March 2026

Email: Recruitment@nmi.co.za

Please Use Reference: Administration/Prep Clerk – Mercedes-Benz Umhlanga

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