

Position: Costing Clerk
Business Unit: Garden City Motors
Location: Mbombela
Reporting to: Service Manager



Overview: Job purpose and deliverables

NMI is looking for an accurate and analytical Costing Clerk to process job cards, verify costs, and ensure precise billing within the service department. If you're detail-oriented, organised, and thrive in a deadline-driven environment, apply now.

Purpose of the role: The core purpose of this position is to ensure that all completed work (job cards) from the service department is allocated and costed according to policies and procedures, including sublet work, oil, consumables, etc. To be successful in the role, you would strive towards 100% cost recovery, ensuring that out-of-line efficiencies are reported to management, and that customer details are accurate and maintained every time a job card is costed.

Key deliverables and outputs

- Process all costings as per policy & procedure of BMR and OEM
- Be responsible for controlling costing, by accurately costing warranty job cards against actual work done;
- Achieving and maintaining NMI standards
- Maintain the highest standard of courtesy
- Ensure the highest standard of interpretation of costing jobs
- Prepare claims for submission to OEM
- Return parts to OEM within the required time frame
- General administration
- Up-to-date filing system for all warranty documents
- Achieve and maintain NMI and OEM standards
- Keep up to date with all OEM requirements on the costing process
- Manage the risk of rejection and late claims
- Ensure that all claims adhere to policies & procedures for audit purposes

Internal customers

- All Business units; All support functions; Finance

External stakeholders

- Customers and Suppliers

Overview: Essential individual competencies to be successful in the job

Academic qualifications:

- Matric (Grade 12)
- Unendorsed driver's License
- Computer Literacy

Work experience:

- Minimum 2 years' experience in the motor industry as a Warranty and Costing Clerk
- Kerridge Systems

Knowledge and Skills:

Essential:

- Kerridge Systems experience is essential
- Clear, fluent English communication, a second language will be advantageous
- Costing of job cards, costing sheets, and procedures, and understanding warranty claims
- Well-developed communication skills
- Microsoft Office skills (Excel, Word, and Outlook)
- Professional telephone etiquette
- Attention to detail
- Strong administrative skills
- Deadline orientated

Behavioral Attributes:

Essential:

- Willingness to learn and keep up to date with developments
- Helpful and supportive behavior in interpersonal interactions
- Assertive
- Trustworthy to work without supervision
- Ability to work 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: 06 March 2026

Email: Recruitment@nmi.co.za

Please Use Reference: Costing Clerk – Garden City Motors Mbombela

Any internal employee who considers this opportunity must inform his/her manager prior to Applying for/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