

Position: Repair Shop Assistant
Business Unit: Toyota
Location: Middelburg
Reporting to: Service Manager



Overview: Job purpose and deliverables

NMI is looking for a hardworking Repair Shop Assistant to support workshop operations, assist technicians, and maintain a clean, organised work area. If you're reliable, hands-on, and eager to learn, we'd love to have you on our team.

Purpose of the role: The core purpose of this position is to provide quality repair work, first time right, as efficiently and effectively as possible. The successful candidate would strive for efficiency, proactively develop technical expertise, work effectively as part of a team, and have a strong commitment to quality workmanship.

Key deliverables and outputs:

- Ensure repairs are carried out following manufacturer specifications.
- Maintain housekeeping and safety standards.
- Complete all administrative tasks, etc. Job Cards, as specified by the manufacturer.
- Ensure that all repairs are carried out within the specified time.
- Deliver at all times exceptional customer service to add value to the service department.
- Ensure all warranty repairs are carried out within manufacturer parameters.
- Be responsible for servicing and repairs of Commercial vehicles.

Overview: Essential individual competencies to be successful in the job

Academic qualifications

- Matric Certificate
- Unendorsed driver's license

Work experience

- Two years' experience in the Motor Industry
- Proven track record as an RSA

Knowledge and Skills

- Product knowledge
- Quality Maintenance
- CSI Awareness
- Quality maintenance
- Good communication skills
- Technical

Behavioural Attributes

- Customer-friendly
- Positive, self-motivated
- Good interpersonal relationships
- Ability to work under pressure
- Team player
- Willing to go the extra mile to get the job done



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 October 2026

Email: Recruitment@nmi.co.za

Please Use Reference: Repair Shop Assistant – Toyota Middelburg

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