Position: **Parts Admin Clerk**
Business Unit: **Ford**
Location: **Selby**
Reporting to: **General 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: To ensure all cash received / receipted and banked are controlled carefully as well as to maintain excellent service levels and to maintain sales and productive levels

Key deliverables and outputs:

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

- Processing Orders and receiving parts from suppliers on time.
- Binning and picking the correct parts for the workshop technicians.
- Accepting incoming orders – and processing
- Ensuring orders are shipped before cutting time.
- Following the R.F.C procedure correctly and reinvoice if necessary and processing on DMS.
- Processing payments and monitoring outstanding cash reports.
- Distributing parts and supplying for inter-branches.
- Filing daily stock counts, cash invoices, cash & act credit notes, supplies back-order reports, outstanding orders, GIS report, cash outstanding, suppliers credit notes pods while following up on accounts payments.
- Ensuring all released stock for factory and accounts will match statements received by an accountant in order for payments to be made.
- Process credit notes received from suppliers.
- Help determine the cost of goods sold and reduce overstocking on items not needed by the store.
- Access Part salesman daily orders from Central Order and processing timeously manner before and after cut-off times
- Internal ICQ prosses are followed and filed correctly and get all documentation ready for Internal and External ICQ.
- Filling in as the receptionist at needed times.

Overview: Essential individual competencies to be successful in the job

Academic qualifications

- Matric (Grade 12)
- Unendorsed driver's License
- Admin experience will be advantageous

Work experience.

- Prior experience in the field is necessary
- Proven track record with contactable references

Knowledge and Skills

- Basic accounting knowledge
- Figure orientated
- Attention to detail
- Ability to multitask
- Good interpersonal relationships
- Teamwork
- Ability to work under pressure
- Good speaking voice
- Concern for meeting deadlines
- Willingness to comply with company administrations systems; and
- Willingness to work flexible hours/overtime
- Helpful, supportive and Communicative
- Methodical Approach to Work

Behavioural Attributes

- Strong Discipline & Administration Skills
- Work independently
- Attention to Detail and Accuracy
- Computer Literacy – Prerequisite
- Excel & Word Experience
- Professional appearance and 1st impressions
- Willingness to learn and keep up to date with developments
- Multi-tasking

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 November 2026
Email: Recruitment@nmi.co.za
Please use reference number: Parts Admin Clerk– Ford Selby
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