Position: **Administrator: Invoicing**
Business Unit: **Toyota**
Location: **Centurion**
Reporting to: **Sales Manager**

Overview: Job purpose and deliverables

NMI is looking for a meticulous Administrator: Invoicing to ensure accurate billing, process invoices efficiently, and support finance operations. If you have a strong attention to detail and thrive in a deadline-driven environment, this role is for you.

Purpose of the role: The core purpose of this position is to deliver effective support to dealership sales targets through proactive sourcing of stock and ensuring the availability of vehicles for customers and sales staff. To be successful in the role, you would need high levels of sourcing skills and building relationships, control and accuracy of stock; thoroughly checking vehicles on arriving from the factory; accurate paperwork and an effective filing system, bringing vehicles into stock accurately and timeously.

Key deliverables and outputs:

- Complete all necessary paperwork and documentation related to vehicle orders, stocking/invoicing, and sales of vehicles for the New and Used Department
- Capturing of manufacturer data, filing, and maintaining accurate records
- Interface with customers
- Specify vehicles for allocation by manufacturers
- Swapping of vehicles with other dealers
- Preparation of vehicles for delivery
- Assist with ad-hoc administrative tasks from time to time
- Build good supplier relationships, maintaining a professional reputation as an ambassador for NMI

Overview: Essential individual competencies to be successful in the job

Academic qualifications

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

Work experience

- 3-5 years in the Motor Industry in same or similar position
- Motor Retail dealership experience
- Previous Stock Controlling Experience

Knowledge and Skills

- Autoline system experience is essential
- Clear, fluent English communication, a second language will be advantageous
- Costing of job cards, costing sheets, procedures, and understanding warranty claims
- Well-developed communication skills
- Microsoft Office skills (Excel, Word, and Outlook)
- Professional telephone etiquette
- Attention to detail
- Good Networking Skills
- Good Planning Skills

Behavioural Attributes

- Willingness to learn and keep up to date with developments
- Helpful and supportive behaviour in interpersonal interactions
- High attention to detail and accuracy
- Able 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 November 2026
Email: Recruitment@nmi.co.za
Please Use Reference: Administrator: Invoicing – 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