

WE ARE HIRING

External Vacancy



VEHICLE ADMIN CLERK
LOCATION: OKAHANDJA

KEY PERFORMANCE AREA:

- Assist with the overall administration function within the department
- Assist the stock controller with vehicle inventory management
- Invoicing of all sales transactions to banks and customers
- Issuing and processing of purchase orders and invoices
- Renewal of Temporary Permit Book with Natis
- Assist with FIC and FIA compliance on all deal files.
- Responsible for FIC screening and BIPA.
- Create and control all documents needed for vehicle deal files
- Process Toyota unit dealer incentives accordingly
- Assist vehicle sales department with month end processes
- Perform additional duties as and when required

EXPERIENCE & QUALIFICATIONS

- Grade 12 certificate
- Computer Literacy (MS Office, Evolve, E Toyota, or similar)
- At least 2 years' experience in administration
- Toyota franchise experience will be advantageous

COMPETENCIES/SKILLS:

- Assist with the overall administration function within the department
- Assist the stock controller with vehicle inventory management
- Invoicing of all sales transactions to banks and customers
- Issuing and processing of purchase orders and invoices
- Renewal of Temporary Permit Book with Natis
- Assist with FIC and FIA compliance on all deal files.
- Responsible for FIC screening and BIPA.
- Create and control all documents needed for vehicle deal files
- Process Toyota unit dealer incentives accordingly
- Assist vehicle sales department with month end processes
- Perform additional duties as and when required

**Candidates meeting the requirements as per advertisement may apply.
Previously disadvantaged and persons with disabilities are encouraged to apply.**

CLOSING DATE: 09 APRIL 2026

Kindly submit your application to: https://jobopportunities.net/employer_info.aspx?SupplierId=MzgZMTQ=&prth_act=info

