

WE ARE HIRING

Vacancy



VEHICLE ADMINISTRATOR
LOCATION: OTJIWARONGO

KEY PERFORMANCE AREA:

- Provide general administrative support to the department
- Assist the stock controller with vehicle inventory management
- Invoice all sales transactions to banks and customers
- Issue and process purchase orders and invoices
- Ensure FIC and FIA compliance on all deal files, including FIC screening and BIPA
- Create and maintain all documentation required for vehicle deal files
- Process Toyota unit dealer incentives
- Support the vehicle sales department with month-end processes
- Perform additional duties as and when required

COMPETENCIES/SKILLS:

- Strong administrative and organisational skills
- High attention to detail and accuracy
- Good understanding of compliance and documentation requirements
- Ability to work under pressure and meet month-end deadlines
- Good communication and interpersonal skills

EXPERIENCE & QUALIFICATIONS:

- Grade 12 certificate
- Computer literate (MS Office, Evolve, e-Toyota or similar)
- Minimum of 2 years' administration experience
- Toyota franchise experience will be advantageous

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

CLOSING DATE: 28 OCTOBER 2026

Kindly submit your application to: <https://tinyurl.com/3yewf8vy>

