

WE ARE HIRING

Vacancy

Indongo

COSTING CLERK
LOCATION: ONGWEDIVA

KEY PERFORMANCE AREA:

- Ensure that job cards are invoiced and costed accurately and timeously
- Responsible for job card costing as per TSAM directive and SOP
- Verify correctness and completeness of job cards
- Understand and utilize TSAM and group costing & warranty procedures
- Daily contact and follow up on sublet work to ensure deadlines are met
- Knowledge of motor vehicle components and operations for technical interpretation
- and correct costing
- Ensure requests for estimates are administered correctly
- Responsible for all general administration within the service department
- Ad hoc tasks if and when required

COMPETENCIES/SKILLS:

- Have a Passion for Excellence and Results, with a "First time right attitude" and effectively prioritize and multitask, initiate and follow through
- Ensure the highest standard of courtesy and efficiency in customer contact and adhere to group and franchise standards
- Exceptional communications skills and good time management skills
- Friendly & energetic attitude
- Highly professional and analytical

EXPERIENCE & QUALIFICATIONS:

- Grade 12 certificate
- Computer Literacy (MS Office and Motodata)
- At least 2 years' experience in the motor industry
- 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: 24 NOVEMBER 2026

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

Indongo | Indongo HINO | Indongo AUTOMARK CERTIFIED PRE-OWNED VEHICLES

PART OF THE FRANS INDONGO GROUP