

# Vehicle Administrator and Stock Controller

**Location:** Johannesburg  
**Reference:** #CAW005550/NT  
**Company:** [SydSen Recruit](#)

Our client in JHB South seeks a vehicle administrator and stock controller to join their team. The ideal candidate will ensure accurate processing of vehicle sales and monitor stocked vehicles.

## Minimum requirements:

- Automotive industry experience (non-negotiable)
- Computer literacy, particularly with NSC system
- Valid driver's licence
- Ability to work energetically under pressure
- Strong attention to detail
- Debtors and creditors experience preferred

## Responsibilities:

### Stock management:

- Record and allocate stock in the stock book
- Capture stock into the computer system
- Safeguard keys to all stocked vehicles

### Orders:

- Raise, post, and process orders
- Ensure timely follow-up on outstanding orders

### Authorise all orders invoicing:

- Capture all costs onto vehicles before invoicing
- Collate complete deal files for costing and invoicing
- Process invoices promptly

### Deal files:

- Manage deal files and file them correctly upon conclusion

### Floorplan management:

- Consolidate floorplan accounts
- Reconcile monthly between general ledger and statement
- Ensure only genuine stock appears on floorplan

### Debtors:

- Reconcile, manage, recover, collect, and allocate vehicle debtors

Stock location and sourcing:

- Produce daily reports to assist the sales team with current stock

Banking:

- Process payments and transfers of all settlements
- Bank customers' cheques and those from financial institutions

General administration:

- Conduct weekly stock counts
- Handle cross-departmental disciplinarys
- Prioritise candidates with vehicle admin experience

**Salary:** Negotiable salary package based on experience

Please note that only candidates who meet the minimum requirements and experience, will be considered and contacted.

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