

Vehicle Stock Controller

Remuneration:	R13000 - R15000 per month
Location:	Pretoria East
Reference:	#CAW005561/JH
Company:	SydSen Recruit

Our client in Pretoria East is seeking an experienced vehicle 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 Evolve system
- Valid driver's licence
- Ability to work energetically under pressure
- Strong attention to detail
- Debtors and creditors experience preferred

Responsibilities:

- Manual stock takes of all vehicles
- Updating and maintaining of stock sheet every day
- Monitor and control vehicles together with keys delivered to or released
- Input accurate vehicle information into the system for each vehicle received and or released
- Accurately account for all vehicles, match the checks to the information provided on the system : i.e. account number, Vehicle Identification number (VIN), make, model, year, mileage, colour, extras, etc.
- Examining vehicles for any damages or service requirements
- Managing supplier orders and payment requisitions
- Updating vehicles service histories and mileage regularly
- Ensure that vehicles on the dealership floor are kept clean and neatly displayed
- Perform other duties as assigned by manager or supervisor
- Provide continuous progress report feedback to the sales team and management

Please note only candidates with the required experience will be contacted and considered. If you are not contacted within 14 days, kindly consider your application unsuccessful.

Apply now!

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