

# Vehicle Administrator

**Location:** Witbank  
**Reference:** #CAW005565/NT  
**Company:** [SydSen Recruit](#)

Our client is seeking a diligent and experienced vehicle administrator to join our team. As a vehicle administrator, you will be responsible for various administrative tasks related to new and pre-owned vehicles.

**Duties will include but are not limited to:**

- Invoicing of new and used vehicles
- Stocking trade-in vehicles
- Updating stock sheets and vehicle kilometre readings
- Managing licence, registration, and dealer stock vehicles
- Handling purchasing orders for incoming vehicles, services, and supplies
- Verifying receipts and confirming purchase contents and orders are complete
- Closing deal files and working through open orders and provisions
- Following up on open orders and ensuring timely closure of work in progress (WIPs)
- Scanning deal files for audit once deals are complete
- Facilitating vehicle audits
- Conducting vehicle battery checks

**Requirements:**

- Grade 12
- Proficiency in computer operations
- Minimum of three years of relevant experience
- Non-negotiable experience in the motor industry
- Autoline experience would be advantageous
- Excellent communication, interpersonal, and numerical skills
- Clear criminal record
- Meticulous attention to detail
- Ability to manage multiple tasks efficiently
- Capability to work well under pressure and in a fast-paced environment
- Strong team player

If you meet the above requirements and are ready to contribute your skills to a dynamic team, please submit your application along with your CV and relevant certifications.

**Apply now!**

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