

WE ARE HIRING

Vacancy



PSE AGENT AND BOOKING CLERK
LOCATION: OTJIWARONGO

KEY PERFORMANCE AREA:

- Create customer and supplier confidence in the company by being professional.
- Excellent communication skills with customers and all departments's staff members
- Actively follow up and record Guest Experience and satisfaction levels after any encounters and business conducted with Service, New and Automark Vehicle Sales departments to positively impact on CE rating.
- Bookings of Services
- After Sales administration
- Ad hoc tasks if and when required.

EXPERIENCE & QUALIFICATIONS:

- Grade 12 certificate
- Computer Literacy (MS Office, Evolve and E-Toyota will be advantageous)
- At least 3 years' experience in the motor industry.
- Toyota franchise will be advantageous.

COMPETENCIES/SKILLS:

- Have a Passion for Excellence and Results, with a "First time right attitude"
- Ensure the highest standard of courtesy and efficiency in customer contact.
- Adhere to group and franchise standards.
- Exceptional communication skills.
- Highly professional
- Methodical and accurate
- Ensure productivity and efficiency
- Friendly and energetic attitude

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

CLOSING DATE: 21 SEPTEMBER 2026

Kindly submit your application to: https://tinyurl.com/3yewf8vy_



PART OF THE



FRANS INDONGO GROUP