

Vacancies

JSN Automotive Group CC, one of the fast-growing automotive companies based in the Northern part of Namibia, is seeking to fill up the positions that have become vacant. *JSN Automotive Group CC is an equal opportunity employer and candidates from previously disadvantaged groups are encouraged to apply.* For the below positions, JSN Automotive Group offers a salary in line with the Group's remuneration approach.

1. PANEL BEATING WORKSHOP MANAGER (Oniipa Branch X1)

PURPOSE OF THE JOB

Will be responsible for managing a team and overseeing and managing all operational aspects of the panel beating workshop at the **Oniipa branch**.

Key Duties

- Maintain regular contact with the insurance assessors and update for any additional or obstacle of the supplier.
- Ensure high quality and efficient service to every job card and inspect quality delivery with the artisans
- Inspect repaired vehicles for proper functioning, completion of work, dimensional accuracy, and overall job appearance.
- Communicate clearly with customers, responding to customer inquiries professionally and efficiently.
- Work proactively with the team to ensure delivery of work is completed to schedule.
- Assessment of quotations before sent to the client
- Provide and prepare daily, weekly, and monthly targets and ensure monthly performance target is accomplished
- Regularly report the progress of the job and daily promptly report any delays or issues to the Supervisor.
- Maintaining machine safety and cleanliness, as well as making sure housekeeping is upheld throughout the workshop.
- Complete management and oversight of workshop employees, including employees' feedback
- Read specifications or confer with customers to determine the desired custom modifications for altering the appearance of vehicles.
- Keeping the communication channel open to ensure information is accurate
- Follow policies and procedures as set by the company
- Assess all workshop unforeseen costs and report all obstacles
- Draft up monthly meeting agenda for operation improvement

Qualification and Experience: Grade 12, relevant qualification, Automotive background at least 6 years of supervisory or management experience in panel beating workshop, Valid Driver's license, and computer literacy.

Skills: high level of communication and professional skills, Excellent customer service, attention to detail and accuracy, ability to work independently, ability to work under pressure, multi-tasking, interpersonal skills & problem-solving.

2. CASHIER (Windhoek Branch×1)

Key Duties

- Receiving payment from customers and Issuing receipts
- Operate cash register and ensure all items are linked or recorded in the tax invoice book
- Balances sales of the day
- Track all lay-by agreements, files and record all sales invoices and credit notes for Auditing purposes.
- Maintains a safe and clean working environment

Qualification and Experience: Grade 12, at least 2 years' experience as a cashier, Experience in the Automotive industry will be an advantage, computer literacy in MS Word and Excel, and must be neat and punctual.

Skills: Excellent Customer service, good communication skills, ability to maintain high levels of professionalism and confidentiality, excellent numeracy, must be reliable and trustworthy.

3. TYRES TECHNICIAN (Windhoek Branch ×1)

Key Duties

- Removing and fitting new tyres
- Doing wheel balance
- Repairing tyres puncture
- Provide the customer with safety tyres advice
- Inspect customer tyres and suspension
- Monitor the unique requirements of clients for suspension and tyres
- Assuring that all services rendered are disclosed to the cashier for invoicing
- Follow policies and procedures as set by the company
- Inspecting tyres wear and measuring tread depth
- Maintain the cleanliness, and well-being of the workplace tools and equipment

Qualification and Experience: Grade 10/12 at least 4 years' experience in a similar position.

Skills: Good Customer service, ability to work independently, problem-solving and neat and punctual.

<p>4. BREAKDOWN DRIVER (Oniipa Branch x1)</p> <p>Key Duties</p> <ul style="list-style-type: none"> Attend to all towing needs on time 24/7 Keep all vehicles' check-in lists in place and completed Accurate and timely attendance to customer breakdown Register all towing services in the towing register book and update the logbook daily Track all clients' batteries and car keys, and ensure they are safely kept Adhere to traffic regulations and perform emergency roadside repairs if necessary Reports all mechanical faults at an early stage, or any dent, or scarp on the vehicle Assist workshop operation on a day-to-day basis and provide invoices Responsible for vehicle accessories and JSN recovery services fleet <p>Qualification and Experience: Grade 12/10 with a minimum of 4 years' experience in a breakdown, Valid code C1E driver's license, and a valid GP</p> <p>Skills: high level of communication, self-disciplined, attention to detail, good customer service, multi-tasking, and problem-solving,</p>	<p>5. TYRE & SPARES SALESPERSON (Oniipa Branch x1)</p> <p>Key Duties</p> <ul style="list-style-type: none"> Issuing cash quotations, and cash sales invoices to the clients. Prepare service kits per customer vehicle details Provide the customer with sales advice based on their request Ensure that the monthly sales target is reached Conduct digital sales to customer Identify each spare OEM number for quality standard Note the date of manufacturing and expiration of the tyre before sales Monitor fast-moving sales tyres and spare parts for stock order Update the availabilities for new items in the system Create and stick the bar codes to the new items Able to master sales system with all catalogue Issuing sales tax invoice to JSN workshop <p>Qualification and Experience: Grade 12, computer literacy, minimum 3 years of sales experience in the Automotive industry selling tyres, shocks, batteries, suspension parts, brakes, and knowledge of products and services.</p> <p>Skills: high level of communication and interpersonal skills, Excellent customer service, selling, and negotiation skills.</p>
<p>6. SENIOR MECHANIC (Oniipa Branchx1)</p> <p>Key Duties</p> <ul style="list-style-type: none"> Repair and overhaul engine Inspect all vehicles for roadworthy purposes Remove and fit engines and gearboxes for vehicles Assessing client vehicle mechanical fault Inspecting company fleet mechanical faults and repair Attend to company fleet wear and tear maintenance Use a modern diagnostic mechanical machine Delegate tasks to other artisans as given by the supervisor <p>Qualification and Experience: Recognized trade certificate L3 as a qualified Auto Mechanic, proven working experience of at least 5 years as a mechanic with a strong understanding of engines and gearboxes overhaul, and Valid Driver's license. Skills: Good customer service, good communication skills, ability to deal with challenges, ability to work under pressure, technical skills, time management, and attention to detail.</p>	<p>7. OCCUPATIONAL HEALTH AND SAFETY INTERN (Oniipa Branch x1)</p> <p>Key Duties</p> <ul style="list-style-type: none"> Assist in the implementation of the Occupational Health and Safety Policy Reporting, recording, and investigating accidents Advising on relevant legislation rules and best practices Conduct risk assessments and ensure that control measures are implemented Training and developing employee awareness programs according to the level of risk to which they will be exposed. Machinery, fire, waste, sanitation facilities, environmental management systems Emergency preparedness and evacuation procedures Health and safety audits <p>Qualification: Grade 12, Accredited certificate in occupational health and safety level 4, and computer literacy. Skills: good communication skills, interpersonal skills, ability to maintain high levels of confidentiality, problem-solving, and multi-tasking.</p>
<p>Interest applicants must address their applications with contactable references to the following email: hr@jsnautomotivegroup.com, should be sent as one PDF attachment, or hand-deliver the application at the Reception at Erf 2116 Onethindi Ext 1, Oniipa. Only shortlisted candidates will be contacted and no application will be returned. Inquiries: Mrs. Ileni Timoteus +264 65240939/ 26481 2205268 Closing Date: 11 October 2024 @17h00</p>	