

#### **NOTICE TO ALL STAFF**

#### VACANCY (Jaguar/ Land Rover Workshop)

**POSITION:** Warranty/ Costing Clerk

We are looking for a Warranty/ Costing Clerk who meets the following:

**Staring date: ASAP** 

## Criteria:

- Minimum experience of 3 Years as a JLR Warranty Clerk
- Ability to work well under pressure and be target driven
- Fully bilingual- English and Afrikaans
- Evolve- Experience
- JLR computer program experience

## Responsibilities and duties

- Following of all JLR processes
- Dealing with Service Advisors on a daily basis
- Doing Warranty Claims and costing during the day
- Computer literate- JLR programs
- Must be willing to work late over month end/ to meet targets
- Must be a Team player and be able to multitask

# **Benefits**

- Basic Salary (to be discussed)
- Provident Fund
- Medical Aid contributions

ALL INTERESTED EMPLOYEES ARE TO FORWARD A DETAILED CV TO THE HUMAN RESOURCES DEPARTMENT.

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**CLOSING DATE FOR THIS POSITION IS 10 October 2019**