

Goscor Lift Truck Company (Pty) Ltd

HEAD OFFICE
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INTERNAL VACANCY

Hi colleagues,

An opportunity to grow within the company has arisen.

Job title: Parts Administrator
Location: Goscor Lift Trucks – Lords View, Chloorkop
Commencement: ASAP

The Purpose of this Position

Assist with the parts administration requirements and provide a support role to the branch team.

Duties and Responsibilities to include but not limited to the following:

- Processing of Local GRVs onto the system
- Costing and processing of overseas orders in the system
- Receiving and professionally handling customer calls and enquiries.
- Communicate effectively with operational staff, customers, and suppliers.
- Regular follow-ups on outstanding supplier invoices.
- Monitoring and tracking supplier invoices that need to be approved and signed by the Operations Manager
- Follow up on orders to be amended.
- Manage an effective document control and filing system for the department
- Maintain business relationships with suppliers.
- Communicate with the forex team regarding foreign exchange cover for freight
- Processing of purchase orders from selected customers
- Credit parts back into stock once parts are received back from customers, and the warehouse team has confirmed receipt
- Issue orders for parts department consumables
- Complete credit applications for new supplier accounts
- Submit EFT requisitions for COD suppliers
- General admin duties

Skills / Qualifications:

- Matric
- Must have a minimum 3 years or more relevant working experience.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Autoline experience would be an advantage.
- Must have an outgoing personality, good verbal and written communication skills with customers and technicians on all levels.
- Customer focused.
- Good administration, organizational and time management skills.
- Able to work independently.
- Need to be able to work quickly and accurately.
- Accountability and dependability.
- Need to be able to work under pressure.
- Own reliable transport is essential.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

All applications (complete CV) must be submitted no later than close of business on Friday 03 October 2025, Email: careers@goscor.co.za Ref: GLTJ/09/25/209

The Goscor Group believes in transparency in the recruitment process, as we believe that this benefits both the applicant and the broader Group. So please note that reference checks will be performed on all applicants currently employed anywhere within Goscor / Bud should they apply for this role. These checks will be performed solely at management's discretion and are likely to involve discussions with you direct line manager and / or other management (where relevant / necessary) Should you not consent to this, Goscor reserves the right to not take your application further.

The Goscor Group is an equal opportunity and affirmative action employer and does not discriminate against persons because of age, race, religion, disability, gender, ethnic or national origin, or veteran status.

Please note that by applying for this position you agree to your personal information being processed and verified where applicable by the recruiting company or its agents.

Should you not hear from us within two weeks of the closing date, please consider your application unsuccessful.

