

Job Advert: Production Co-ordinator & Driver

Reports To: COO, CRM Enterprise

Location: Johannesburg

CRM Enterprise is seeking a reliable and organised **Production Co-ordinator & Driver** to support our daily operations, manage deliveries, and assist with production and administrative functions. Experience in the branding or promotional products industry will be a strong advantage.

Key Responsibilities

- Serve as the liaison between Sales, Suppliers, and Customers to ensure smooth coordination.
- Plan, manage, and execute timely deliveries to clients and suppliers.
- Transport packages safely and ensure arrival at destinations on schedule.
- Use navigation apps to determine optimal routes considering traffic and delays.
- Oversee on-site activities of the vehicle branding team from time to time.
- Provide administrative support within CRM Connect (filing, data entry, scanning, document handling).
- Handle delivery notes, collection notes, invoices, and other supporting documents.
- Maintain vehicle cleanliness, fuelling, and report mechanical issues promptly.
- Keep accurate records, including logbooks, checklists, and repair updates.
- Maintain confidentiality when dealing with sensitive information.

Required Qualifications & Skills

- Matric (Grade 12) required.
- Valid South African driver's licence (Code 8 or above).
- Minimum 2 years' driving experience in a professional environment.
- Experience in branding, printing, vehicle branding, or promotional products industry **advantageous**.
- Strong communication skills (written and verbal).

- Excellent organisational and time-management abilities.
- Ability to multitask and work proactively under pressure.
- Professional, trustworthy, and able to handle confidential information.
- Strong interpersonal skills, flexibility, and adaptability.
- Basic computer literacy (email, MS Office, navigation apps).

How to Apply

Submit your CV, Qualifications, Copy of South African ID or Valid Passport and Work Permit to **info@crmenterprise.co.za** with the subject line: **Application – Production Co-ordinator & Driver.**

Closing date: 17 December 2025