



VACANCY

TURNAROUND COORDINATOR (JUNIOR)

About BHL GROUP BHL GROUP is a dynamic entity specialising in the transport of various commodities with value added services & facilities. We provide you with optimal Transport and Logistical Solutions throughout sub-Saharan Africa and the rest of Africa.

About the Role Are you organised, detail-driven and passionate about keeping things moving? We are seeking a Turnaround Coordinator (Junior) to support our transport dispatch operations by ensuring that trucks are processed, cleared, and back on the road with speed and accuracy.

This is a junior-level operational support role, ideal for someone with experience in logistics dispatch and a drive for efficiency. The successful candidate will work closely with the dispatch team to streamline the turnaround time of vehicles and ensure that all dispatch documentation is correctly completed and verified.

Location: Walvis Bay

Closing Date and Time: 1 July 2025, 7:00PM

Key Responsibilities

- Facilitate and monitor the turnaround of trucks in the yard to ensure minimal delays.
- Check and verify that all dispatch documentation is complete, accurate, and compliant before release.
- Act as the communication link between drivers, dispatchers, and yard personnel.
- Track truck readiness and escalate delays or issues to supervisors.
- Assist with the digital capture of dispatch information and document filing.
- Perform routine checks to ensure trucks meet departure readiness requirements.
- Uphold strict adherence to company safety and operational procedures.

Minimum Requirements

- Grade 12 (Matric) certificate.
- At least 2 years' experience in the transport and logistics industry, **specifically within the dispatching function.**
- Proficient in both English and Afrikaans (reading and writing).
- Computer literate – comfortable working with basic office software and dispatch systems.
- Strong attention to detail and ability to work under pressure.
- Valid Driver's License (Code B minimum).

Personal Attributes

- Energetic and proactive with a sense of urgency.
- Good interpersonal and communication skills.
- Reliable and self-disciplined.
- Able to work shifts or irregular hours as required.

Application Procedure Our company extends equal opportunities to all candidates, valuing diversity in experiences and backgrounds. We exclusively accept applications for this role through our recruitment portal at www.jobopportunities.net. Ensure your application includes a well-crafted cover letter, a comprehensive CV, and any relevant certifications.