



C. Steinweg Bridge

Namibia

Vacancy: Transport Controller

Location: Walvis Bay

Closing Date: 24 September 2025

Reports to: Assistant Transport Manager / Operations Manager / Transport Manager

Subordinates: None

Position Overview

C. Steinweg Bridge Namibia is seeking a dedicated **Transport Controller** to join our Overborder Transport Division. This role is critical to ensuring the efficient monitoring, administration, and financial processing of cross-border transport operations. The successful candidate will coordinate movement monitoring, manage customer service interactions, and maintain accurate records in CarLo and supporting systems. The role requires strong organisational skills, the ability to work under pressure, and a commitment to service excellence.

Key Responsibilities

- **Customer Care**
 - Provide courteous, respectful, and responsive service to customers and colleagues.
 - Ensure the highest standards of service delivery, honesty, and integrity.
 - Support and promote the reputation and continuity of C. Steinweg Bridge through professional conduct.
- **Movement Monitoring (Inbound & Outbound)**
 - Receive and verify tracking reports daily; ensure transporter submissions are complete and accurate.

- Update CarLo to mirror tracking reports, including vehicle/trailer details, driver/passport information, ETA, weights, and lot numbers.
- Monitor vehicle locations and ensure timely updates.
- **Load Confirmation (LoadCons)**
 - Share load confirmations with transporters within 24 hours of receiving weight confirmation.
 - Verify details (weights, rates) to prevent invoice discrepancies.
- **Operational Administration**
 - Liaise with hauliers to arrange and coordinate border documentation for operational purposes.
 - Send and receive work orders and load orders, ensuring accuracy and timely processing.
- **Financial Administration**
 - Prepare and submit billing schedules (in coordination with SA team) on set deadlines.
 - Verify accuracy of invoices, profit share, and disbursement schedules against CarLo transactions.
 - Ensure timely authorisation and dispatch of profit share and disbursement invoices with supporting PODs.
 - Process creditor invoices promptly, resolve discrepancies, and maintain up-to-date audit trails.
- **Administration**
 - Ensure timely receipt and processing of PODs.
 - Manage shipping file balances and closures daily.
 - Log and document incidents in CarLo with supporting evidence (reports, photos, licences).
 - Notify internal customers of operational exceptions (delays, incidents, extra charges) and arrange invoicing.
 - Maintain updated records in the shared monthly drive.

- **Information Systems**

- Report malfunctions immediately to Operations Manager.
 - Ensure alternative communication methods are used during connectivity disruptions.
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Minimum Requirements

- **Education:** Grade 12 (or equivalent).
 - **Experience:** At least 2 years' experience in an operational or transport environment.
 - **Tertiary Education (Advantageous):** Diploma or Certificate in Transport & Logistics Management or Supply Chain Management.
 - **Skills:**
 - Strong oral communication skills in English and ability to interact at all levels.
 - Basic computer literacy (Microsoft Office packages).
 - Organisational, administrative, and multi-tasking abilities.
 - Ability to plan and perform under pressure.
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Additional Information

- The role involves high-paced operational duties and requires daily coordination with multiple stakeholders.
 - Must be able to handle urgent queries, unexpected incidents, and high administrative workloads efficiently.
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Important

Candidates must be Namibian citizens or hold Namibian permanent residence permits.

Why Apply?

This is an exciting opportunity to join a well-established logistics company in a critical role supporting cross-border transport operations. As Transport Controller, you will play a key role in ensuring service excellence, operational efficiency, and financial accuracy, directly contributing to the success of C. Steinweg Bridge Namibia.

Application Process

If you meet the above requirements and are motivated to contribute to the continued success of C. Steinweg Bridge, we encourage you to apply through our recruitment portal at www.jobopportunities.net. Please submit a detailed cover letter, comprehensive CV, and copies of relevant qualifications and certifications.