



VACANCY

Position: Freight Controller

Reporting to: BU Manager

Location: Walvis Bay

About Access World

Access World is a global logistics and supply chain company providing end-to-end freight management solutions. Our **export operations** in Walvis Bay support international trade by coordinating efficient and compliant cargo movements across major sea routes. We deliver tailored export logistics solutions, ensuring clients' products reach global destinations safely, on time, and within budget.

Purpose of the Position

The Freight Controller (Export) is responsible for managing and coordinating all sea freight export activities from Walvis Bay. The role focuses on documentation accuracy, export compliance, and the efficient coordination of shipments. The position requires close collaboration with internal departments, shipping lines, and clients to ensure seamless export processes and exceptional customer service.

Key Responsibilities

Export Operations Management

- Coordinate and monitor outbound shipments, ensuring documentation accuracy and export compliance.
- Secure ocean freight space and competitive rates for customers.
- Liaise with shipping lines, agents, and transporters to ensure smooth cargo movement and timely deliveries.

Documentation & Compliance

- Prepare shipping instructions, OBLs, and customs documentation.

- Maintain knowledge of export procedures and ensure adherence to international trade laws.
- Manage export file acquittals and reporting requirements.

Communication & Coordination

- Communicate daily with clients, shipping lines, and service providers regarding schedules and updates.
- Liaise internally with operations, finance, stock, and intermodal teams to align workflows.

Reporting & Financial Oversight

- Complete vessel schedules, shipment profitability, OBL, and shipping line reconciliations.
- Manage invoicing accuracy and ensure timely reporting on key export performance metrics.

Process Improvement & Client Service

- Identify opportunities for operational improvement and cost optimization.
- Ensure service levels meet or exceed customer expectations through proactive issue resolution.

Required Characteristics

- Solutions-driven individual with a positive, can-do attitude.
- Strong problem-solving and analytical abilities.
- Able to perform under pressure and handle multiple tasks simultaneously.
- Methodical, systematic, and detail-oriented.
- Excellent interpersonal and communication skills.

Qualifications & Experience

- Bachelor's degree or diploma in Logistics, Supply Chain Management, or International Business (advantageous).
 - Minimum **5 years' experience** in export or freight operations.
 - In-depth understanding of **customs regulations and export documentation**.
 - Proficiency in **Excel, Word, SAP**, or a freight-related system.
 - Strong knowledge of sea freight logistics and export procedures.
 - Certifications in logistics or export compliance will be an advantage.
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Ready to Apply?

Submit your application via www.jobopportunities.net.

Include:

- A detailed cover letter
- Your updated CV
- Copies of relevant qualifications

Closing Date Extended: 19 November 2025

For assistance with the portal, contact the Tara Nawa team at +264 (0)64 402403.