

## VACANCY

### DEPOT CONTROLLER – NAMIBIA

#### About Spill Tech

Spill Tech is a leading environmental management company specializing in emergency spill response, industrial cleaning, hazardous waste management, contaminated land rehabilitation, marine services, and asbestos removal. With a strong commitment to environmental safety and sustainability, Spill Tech provides compliant, reliable, and effective environmental solutions across Namibia.

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#### Job Title

Depot Controller

#### Location

Walvis Bay

#### Reporting To

General Manager – Namibia

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#### Role Purpose

The Depot Controller is responsible for providing efficient and reliable administrative, stock control, and internal sales support to Spill Tech Namibia. The role ensures effective depot administration, accurate stock management, consumable sales processing, and compliance with company, HSSE, and ISO requirements.

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#### Key Responsibilities

##### Administration & Office Support

- Provide general office and administrative support, including job reports and costings.
- Perform filing, scanning, photocopying, and record-keeping duties.

- Maintain accurate administrative documentation in line with company procedures.

### **Stock Control & Procurement**

- Manage stock control and stock-taking activities.
- Maintain accurate inventory records and reconciliations.
- Assist with procurement processes and supplier coordination.

### **Internal Sales & Invoicing**

- Prepare quotations for consumable sales.
- Process consumable sales orders and invoicing.
- Work towards meeting internal consumable sales targets.

### **Compliance & HSSE Support**

- Assist with HSSE documentation and requirements.
- Maintain records and spreadsheets aligned with ISO standards.
- Support audits and internal compliance processes when required.

### **General Duties**

- Perform ad hoc duties in support of depot operations.
  - Ensure professionalism, punctuality, and adherence to deadlines at all times.
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### **Minimum Requirements**

- Matric / Senior Certificate.
  - Previous administrative experience (essential).
  - Competent computer skills, including Microsoft Word and Excel (or similar).
  - Strong numeracy and literacy skills.
  - Ability to create and maintain detailed spreadsheets in alignment with ISO standards.
  - Experience in stock control and stock taking.
  - Experience with consumable sales and invoicing.
  - Driver's license.
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### **Advantageous Qualifications & Experience**

- Certificate or diploma in Business Administration, Office Management, Logistics, or a related field.
- Health, Safety, and Environmental training.
- Experience in the waste management or environmental services industry.

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## **Personal Attributes**

- Highly organized with strong attention to detail.
- Disciplined, reliable, and consistent.
- Professional with high levels of integrity.
- Flexible, supportive, and able to manage multiple tasks.
- Committed to meeting deadlines and internal targets.

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## **Application Procedure**

Interested candidates should submit their applications via [www.jobopportunities.net](http://www.jobopportunities.net). Applications must include:

- A detailed cover letter
- An updated CV
- Copies of relevant qualifications and certifications

## **Closing Date: 26 January 2026**

Spill Tech is an equal opportunity employer and encourages applications from suitably qualified candidates.