



C. Steinweg Bridge

Namibia

VACANCY: EXPORT COORDINATOR

Walvis Bay, Namibia

Company: C. Steinweg Bridge Logistics Namibia (Pty) Ltd

Contract Type: Full-time, Permanent

Closing Date: 15 March 2026 @ 19:00PM

Role Purpose

The Export Coordinator will be responsible for coordinating and managing all export operations to ensure the efficient, accurate, and compliant handling of cargo in accordance with company procedures, client requirements, and customs regulations. The role focuses on ensuring seamless export processes, maintaining accurate documentation, supporting operational efficiency, and delivering excellent customer service.

Key Responsibilities

1. Export Operations Coordination

- Coordinate all export cargo handling, packing, and dispatch activities.
 - Ensure cargo is prepared, documented, and shipped according to client and company requirements.
 - Monitor export schedules and ensure deadlines are met.
 - Ensure proper cargo identification, labelling, and documentation.
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2. Documentation & Compliance

- Prepare and process export documentation, including shipping instructions and customs documentation.
- Ensure compliance with customs regulations, company policies, and export procedures.
- Maintain accurate export records and filing systems.

- Ensure all export documentation is complete and submitted on time.
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3. Client Liaison & Customer Service

- Communicate with clients regarding export requirements and shipment status.
 - Provide updates on cargo readiness and dispatch.
 - Address client queries and resolve export-related issues.
 - Maintain strong professional relationships with clients and stakeholders.
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4. Operational Support

- Coordinate with warehouse and operational teams to ensure efficient cargo handling.
 - Ensure cargo is handled safely and in accordance with company standards.
 - Assist in resolving operational discrepancies.
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5. Administrative Duties & Reporting

- Maintain export registers and operational records.
 - Prepare reports as required by management.
 - Ensure all documentation is accurate and properly filed.
 - Perform other administrative and operational duties as required.
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Minimum Requirements

- Grade 12 (Matric) or equivalent qualification.
 - Diploma or Certificate in Logistics, Supply Chain, or related field will be an advantage.
 - **Minimum 3–5 years' experience in export coordination or logistics environment.**
 - Experience in export documentation and cargo coordination.
 - Knowledge of customs procedures and export processes.
 - Candidates must be Namibian citizens.
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Added Advantage

Candidates with the following will have a strong advantage:

- Experience working in bonded warehouse environments.
 - Experience in port and logistics operations.
 - Experience with warehouse or logistics management systems.
 - Knowledge of specialised cargo handling.
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Skills & Competencies

Technical Skills

- Proficiency in Microsoft Office (Word, Excel, Outlook).
 - Knowledge of export documentation and procedures.
 - Strong administrative and organisational skills.
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Behavioral Competencies

- Strong attention to detail and accuracy.
 - Excellent communication skills.
 - Ability to work under pressure and meet deadlines.
 - Strong organisational and coordination skills.
 - Ability to work independently and as part of a team.
 - Professional, reliable, and responsible.
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Remuneration

A competitive remuneration package will be offered in line with the candidate's qualifications, skills, and experience.

How to Apply

If you meet the above requirements, please submit:

- Detailed CV
- Certified copies of qualifications
- Cover letter

Applications must be submitted via:

www.jobopportunities.net

Only shortlisted candidates will be contacted.

C. Steinweg Bridge Logistics Namibia (Pty) Ltd is an equal opportunity employer and encourages applications from suitably qualified Namibian candidates.