



Vacancy

Tyre Administrator

Location: Walvis Bay

About BHL GROUP

BHL GROUP is a leading transport and logistics company providing value-added services across sub-Saharan Africa. Our operations depend on well-maintained fleet assets and efficient systems to ensure reliability, safety, and operational excellence.

About the Role

BHL GROUP is seeking a detail-oriented and highly organised Tyre Administrator to manage and maintain all tyre-related records, systems, and operations. The role focuses on ensuring accurate tracking, reporting, and control of tyre performance and stock, while supporting operational efficiency and safety standards. The successful candidate will also oversee tyre fitment activities and ensure compliance with company procedures.

Key Responsibilities

- Manage and maintain the company's tyre management system
 - Capture, monitor, and report on all tyre movements, stock, and performance
 - Ensure accurate record-keeping of tyre inspections, replacements, and repairs
 - Analyse tyre usage data and provide reports to management
 - Supervise and coordinate daily activities of tyre fitters
 - Ensure adherence to safety standards and company procedures
 - Manage tyre stock levels and liaise with procurement when necessary
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Minimum Requirements

- Proven experience in a tyre administration or similar role within the transport/logistics industry
- Strong working knowledge of tyre management systems will be a distinct advantage
- Excellent administrative and organisational skills
- Strong leadership ability with experience supervising staff
- Good communication and problem-solving skills
- Proficient in Microsoft Office (Excel essential)
- High attention to detail and accuracy

Application Procedure

Candidates who meet the above requirements are invited to apply via www.jobopportunities.net and submit:

- A detailed cover letter
- An updated CV
- Certified copies of relevant qualifications

Application Deadline: 11 May 2026 @ 19:00

Only shortlisted candidates will be contacted.

BHL GROUP is an equal opportunity employer and encourages applications from suitably qualified candidates.