

VACANCY: FREIGHT COORDINATOR (O&G) WALVIS BAY

Position based in Walvis Bay

Job Purpose:

The Freight Coordinator will be responsible for Customs clearing, forwarding and overseeing the transportation and logistics of freight related to our operations, ensuring the timely and efficient delivery of goods and materials to various locations.

Main Duties & Responsibilities

- Coordinate freight shipments, including scheduling pickups and deliveries, and arranging transportation methods (e.g., trucking, rail, air, ocean).
- Communicate with carriers, suppliers, and internal stakeholders to ensure accurate and timely delivery of goods.
- Track shipments and update internal systems with relevant information.
- Resolve any issues or delays in freight transportation, including handling customs clearance and documentation requirements.
- Monitor transportation costs and identify opportunities for cost optimization.
- Collaborate with other departments, such as procurement and operations, to coordinate logistics activities effectively.
- Ensure compliance with oil and gas industry standards, such as IOGP (International Association of Oil & Gas Producers), HSE (Health, Safety, and Environment), and other relevant regulations.

Minimum Requirements:

1. Grade 12 certificate.
2. Minimum of 2-3 years' relevant experience in freight forwarding and/or freight coordination.
3. Demonstrable practical experience in sea freight operations is essential.
4. Experience coordinating import and export shipments, including the associated shipping and customs documentation.
5. Working knowledge of ASYCUDA World.
6. Sound knowledge of multimodal freight operations, including sea, road, air and courier shipments.
7. General computer literacy to at least intermediate level.
8. Knowledge and/or experience within the Oil & Gas industry will be an added advantage.

Core Competencies:

1. Strong planning, organising and coordination skills.
2. Ability to work effectively under pressure and manage multiple shipments, priorities and deadlines simultaneously.
3. Strong problem-solving skills and the ability to respond effectively to operational changes, delays and urgent requirements.
4. Self-starter who can work with limited supervision, take initiative and manage their own workload.
5. Excellent communication and interpersonal skills, with the ability to liaise professionally with clients, shipping lines, transporters, suppliers, authorities and internal stakeholders.
6. Ability to work independently as well as effectively within a team.



7. High level of accuracy and attention to detail.
8. Strong sense of urgency and operational responsibility.
9. Flexibility to work outside normal office hours when operational requirements demand it.

APPLY NOW

Send your application as follows:

Subject must contain Reference Code: **LSSREC040**

Email: recruitment@lssnamibia.com

Closing date: **09 October 2026**

Only shortlisted candidates will be contacted

LOGISTICS SUPPORT SERVICES (PTY) LTD | Reg No. 2009/0864

Directors: A Pretorius | JJ Mans | Y Sanders

All business is undertaken strictly in accordance with the standard trading conditions of Logistics Support Services (Pty) Ltd, a copy of which is available on our website www.Lssnamibia.com

