



Internal & External Vacancy
Fixed Term Contract: 18 Months
(Logistics and Finance Administrator x1)

Uis Tin Mining Company (Pty) Ltd, an equal opportunity employer situated in the Erongo Region, hereby invites competent and suitably qualified candidates to apply for the position of **Logistics and Finance Administrator**. The successful candidate will report directly to the Project Manager.

Principal responsibility of the role:

The Logistics & Finance Administrator is responsible for providing administrative, logistical, procurement, and financial support to exploration operations. The role ensures that equipment, materials, and services required for day to day exploration activities are available and effectively coordinated while maintaining financial controls and accurate records.

Key Responsibilities:

- Coordinate logistics activities to support exploration operations and ensure uninterrupted field activities.
- Monitor equipment availability and coordinate maintenance requirements.
- Ensure resources required for daily exploration activities are available and operational.
- Liaise with suppliers, contractors, vendors, and service providers to support operational requirements.
- Assist the Project Manager with procurement of goods and services required for exploration activities.
- Obtain quotations and facilitate purchasing processes in accordance with company procedures.
- Track orders and ensure timely delivery of supplies and equipment.
- Manage and reconcile site petty cash in accordance with company policies.
- Coordinate vehicle servicing, repairs, licensing, and maintenance schedules.
- Maintain inventory records for core shed materials, camp equipment, consumables, and operational supplies.
- Assist with general administrative duties to support exploration activities.

Key Requirements:

- Grade 12 certificate
- Diploma in Supply Chain Management, Business Administration, Finance or related field.
- A minimum of one (1) year of relevant work experience.
- Computer Literacy
- Excellent English written and verbal communication skills.
- Valid code BE driver's license.
- A valid police clearance certificate, not older than 6 months

To apply for this vacancy please visit www.jobopportunities.net, Uis residents and persons from previously disadvantaged designated groups are encouraged to apply. Applications for the above positions will **only be accepted via the recruitment portal, www.jobopportunities.net**. Your application should be accompanied by a cover letter, detailed CV, and certified copies of relevant qualifications.

Only shortlisted candidates will be contacted and no CVs or attached documents will be returned. Please consider your application unsuccessful if you are not contacted within 2 weeks of the closing date.

Closing date for applications: 21 October 2026