

VACANCY

COORDINATOR: EXPORT

🕒 Permanent Contract 📍 Marketing & Sales

Savanna Beef Operations (Pty) Ltd was established in 2023 by the Beef Value Chain Forum of Namibia and is in the process of setting up an export abattoir and a red meat processing facility between Okahandja and Windhoek. Savanna Beef Operations (Pty) Ltd is an equal opportunity employer and invites suitably qualified and experienced candidates to apply for the following position.

PRIMARY PURPOSE OF THE POSITION

To coordinate the full export value chain for beef consignments from Namibia to Europe by arranging land and sea freight, preparing and verifying export documentation, and ensuring accurate, compliant, and timely delivery to customers.

KEY DUTIES AND RESPONSIBILITIES

- Process export orders, including invoicing and packing lists.
- Prepare, verify, and manage all export documentation. (veterinary certificates, permits, customs documentation, etc.)
- Book export-grade refrigerated (reefer) containers in line with production schedules.
- Coordinate with internal departments to ensure timely dispatch of consignments.
- Track shipments and monitor delivery lead times.
- Liaise with freight forwarders, clearing agents, and international customers.
- Provide regular shipment updates to relevant stakeholders.
- Maintain high housekeeping standards.
- Ensure compliance with hygiene, food safety and quality practices at all times.
- Strict following of all safety procedures / requirements.
- Ad-hoc task as and when required by management.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Grade 12. (NQF 4)
- Certificate or Diploma in Accounting, Logistics, Supply Chain, and / or related field.
- Degree in International Trade will be advantageous.
- Minimum of 5 years' hands-on experience in export, shipping and / or logistics, preferably with perishable and/ or agricultural products.
- FMCG Experience (Beef/ Poultry/ Fish) will be advantageous.
- Namibian citizen.
- Driver's License
- Proficient in English, being bilingual will be advantageous.
- Highly accurate, deadline-oriented and able to perform under pressure
- Must be able and willing to work shifts, weekends, overtime and public holidays.

APPLICATION PROCEDURE

Savanna Beef Operations (Pty) Ltd offers a competitive market-related Salary and Benefits.

Previously Disadvantaged Namibians (PDN) and women are encouraged to apply.

Submit a cover letter, providing a detailed motivation for your application, with an updated, Curriculum Vitae to the HR department. Mail your completed application to: hr@sbo.na

THE SUBJECT LINE FOR APPLICATIONS SHOULD BE: COORDINATOR: EXPORT

No late applications will be accepted.

Only short-listed candidates will be contacted, and no documents will be returned to applicants.

CLOSING DATE FOR APPLICATIONS:

04 MARCH 2026

