VACANCY

DISPATCH MANAGER

Permanent Contract | Dispatch

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 vacant position.

PRIMARY PURPOSE OF THE POSITION

To lead and manage the abattoir's dispatch operations, ensuring the accurate, efficient and timely loading, documentation and distribution of meat products, while maintaining strict compliance with food safety, hygiene, quality, cold chain inventory and safety standards.

KEY DUTIES AND RESPONSIBILITIES

- Daily management and coordination of all dispatch activities.
- Start-up and shut-down inspections of the dispatch area, equipment and loading bays to ensure operational readiness, compliance and safety.
- Lead, allocate and oversee the dispatch team to ensure the accurate picking, staging, loading and dispatch of carcasses, cartons and by-products in accordance with invoices, load plans and customer specifications.
- Plan, coordinate and monitor dispatch schedules to ensure efficient workflow, optimal truck turnaround times and adherence to customer delivery requirements.
- Ensure strict adherence to FIFO and FEFO principles during stock selection and dispatch processes.
- Ensure dispatch records and stock movement documentation are accurately maintained to support weekly and/or monthly stock take processes conducted.
- Maintain and enforce cold chain integrity throughout the dispatch process, ensuring temperature controls and handling procedures meet regulatory and company standards.
- Control stock movement within dispatch, ensuring traceability.
- Liaise and coordinate closely with Production, Cold Store, Quality Assurance, and Sales to ensure smooth product flow and timely dispatch.
- Maintain team performance, attendance timekeeping and operational discipline.
- Maintain housekeeping standards within department.
- Identify operational inefficiencies and recommend improvements to dispatch processes, systems and workflow where necessary.
- Strict following of all safety procedures / requirements.
- Ad-hoc task as and when required by management.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Minimum of 10 years' supervisory and / or managerial experience in a FMCG industry, with demonstrated experience in dispatch, cold store production operations and / or environment.
- Namibian citizen.
- Proficient in English, being bilingual will be advantageous.
- Must be able and willing to work shifts, weekends, overtime and public holidays.

SAVANNA BEEF NAMIBIA
NATURALLY HEALTHY

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: DISPATCH: MANAGER

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:

10 JUNE 2026