VACANCY

EXPORT ADMINISTRATOR

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 provide comprehensive administrative and operational support to the Coordinator: Export by ensuring the accurate preparation, processing, filing and maintenance of export documentation, shipment records and customer information.

KEY DUTIES AND RESPONSIBILITIES

- Prepare, capture, verify and maintain export documentation.
- Ensure all export documentation is complete, accurate and submitted within required timeframes.
- Maintain electronic and hard-copy filing systems for all export-related documentation and correspondence.
- Capture and update shipment information, customer records and export data on relevant systems.
- Assist with booking refrigerated (reefer) containers and coordinating shipment schedules as required.
- Assist with tracking export consignments and maintaining shipment status reports.
- Maintain high housekeeping standards.
- Ensure compliance with export procedures, company policies and applicable regulatory requirements.
- Ad-hoc task as and when required by management.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Grade 12. (NQF 4)
- Minimum of 3 years' experience in export, shipping and / or logistics, preferably within the FMCG industry.
- 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.

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: EXPORT ADMINISTRATOR

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