

Namib Lead & Zinc Mining (NLZM) is a zinc and lead development company with a high grade, low cost development project with access to infrastructure in Namibia. Based in Swakopmund, NLZM is seeking a qualified individual for consideration for the position of:

LOGISTICS COORDINATOR

PURPOSE OF THIS POSITION:

The Logistics Coordinator is responsible for coordination of Planning, Packing and Export of the Final Product as well as monitoring all incoming and outgoing freight of the Company, ensuring that Namib Lead and Zinc Mining achieves its corporate objectives.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

- **Diploma in Logistics or related field**
- **Minimum 5yrs relevant working experience** preferably in a **mining & processing environment**, with a solid understanding of the packing, export and shipping processes of the final product.
- Experience in the completion of shipping documents and customs.
- Understanding of the factors relating to shipment planning and delivery
- Well experienced person with a proven track record, strong leadership and Supervisory skills and the ability to function independently Incumbent to show initiative and practical, hands-on approach to problem solving.
- Excellent interpersonal communication skills and English literacy
- **Essential** Code BE Driver's License
- **Essential** Fully Computer Literate in MS Office.

MAIN RESPONSIBILITIES

- Responsible for professional Supervision of personnel to ensure that packing and all related activities are done according to procedural and regulatory requirements
- Responsible for the preparation of shipping documentation
- Day to day management of and liaison with internal and external stakeholders
- Ensure adherence and conformance to all standards and legislation as prescribed by Company Policies as well as any requirements governing the best practices in the packing & transporting of the final products.
- Planning of logistics according to production levels.
- Managing the receiving, shipping, handling, distribution, and storage of all freight, product, and supplies that come in and out of the warehouse.
- Ensuring all orders are collected from suppliers in a timely manner in adherence to delivery schedules.
- Managing vehicle fleet
- Review and arrange all transportation paperwork inclusive of driver logs and trip reports.
- Arrangement of tenders and setting up contracts with service providers.
- Data capturing and interpretation to identify discrepancies.
- Data reconciliation
- Incumbent will work under pressure from time to time to meet deadlines.

NB Should be prepared to work overtime on an "ad hoc"basis as and when the job demands

Benefits: We offer a market related remuneration

CLOSING DATE: 12 JULY 2019

Interested and **suitably qualifying candidates** are to submit a **Comprehensive CV with ALL relevant supporting documentation** by email to recruitment@namibleadzinc.com with the Position Title in the subject line. Previously disadvantaged Namibians are encouraged to apply.

ONLY short listed candidates will be contacted for interviews and assessments