



C. Steinweg Group

Job Title: Mining Projects / Oil & Gas Coordinator

Location: Walvis Bay

Department: Operations / Projects

Reports To: Operations Manager / Project Manager

Job Summary:

We are seeking a highly organized and proactive Mining Project and Oil/Gas Coordinator to join our logistics team. The successful candidate will be responsible for developing, coordinating and execution of projects. This role requires a strong understanding of projects in the mining and the oil and gas sector, excellent project management skills, and the ability to work under pressure in a dynamic environment.

Key Responsibilities:

- Coordinate logistics and supply chain operations, including handling, transportation, warehousing, and distribution.
- Serve as a primary point of contact between clients, suppliers, transporters, and internal teams.
- Plan and manage the end-to-end delivery of project materials, equipment, and services to ensure timelines and budgets are met.
- Monitor and manage project schedules, milestones, and progress reports.
- Ensure compliance with health, safety, and environmental regulations and company standards.
- Prepare and maintain detailed project documentation, including shipping documents, customs paperwork, and project tracking reports.
- Assist in the preparation of bids, proposals, and project estimates related to oil and gas logistics.
- Identify potential project risks and develop mitigation strategies.
- Support financial management of projects, including budget tracking, invoicing, and cost control.

- Liaise with customs and regulatory bodies to ensure proper clearance and documentation for international shipments.
- Foster and maintain strong relationships with clients, vendors, and partners.

Qualifications and Skills:

- Grade 12 (Essential).
- Diploma or Bachelor's degree in Logistics, Supply Chain Management, Engineering, or a related field will be distinct advantage
- Minimum of 3–5 years of experience in logistics coordination, with a strong focus on projects / oil and gas industry.
- Proven experience managing multiple projects simultaneously.
- Strong knowledge of international shipping, Incoterms, customs procedures, and HSE requirements.
- Clearing and Forwarding Experience will be an advantage
- Excellent organizational, communication, and problem-solving skills.
- Proficient in Microsoft Office Suite and logistics software (e.g., ERP systems, project management tools).
- Ability to work independently and collaboratively in a fast-paced environment.
- Valid driver's license and willingness to travel to project sites as required.

How to Apply:

If you meet the requirements for this role and are ready to contribute to the success of our company, please apply through our recruitment portal at www.jobopportunities.net. Ensure your application includes a detailed cover letter, a comprehensive CV, and any relevant certifications.

Employment Type: Full-time

Remuneration: Commensurate with experience

Application Deadline: 4 June 2025 @ 7:00PM