



C. Steinweg Bridge

Namibia

VACANCY: Freight Operations Coordinator

Walvis Bay, Namibia

Company: C. Steinweg Bridge Logistics Namibia (Pty) Ltd

Contract Type: Full-time, Permanent

Closing Date Extended: 3 July 2026

Role Purpose

The Freight Operations Co-ordinator will be responsible for managing and controlling the movement of cargo from the designated origin to the prescribed destination, in line with client instructions and requirements, while ensuring compliance with company policies, procedures, and operational standards.

The role requires strong coordination between clients, warehouse teams, service providers, customs-related parties, and internal departments to ensure cargo movements, documentation, stock reporting, and invoicing processes are handled accurately and within required timeframes.

Key Responsibilities

1. Receiving Cargo

- Open files on Bridge Connect and issue warehouse offloading instructions.
- Monitor trucks en route and proactively follow up on delayed or overdue trucks.
- Ensure Goods Received Notes (GRNs) are received from the warehouse within the required timeframe.
- Verify that GRN details match the attached documentation received from the supplier.
- Investigate and report any discrepancies to management.
- Ensure all relevant customs documentation is attached to the GRN for bonded cargo.
- Ensure arrival reports are submitted to clients within 24 hours of cargo arrival at the warehouse.

2. Shipping Instructions & Cargo Movement

- Update stock reports using GRN details and report to clients in the required format and timeframe.
- Ensure shipping instructions are received from clients in writing within the specified timeframe.
- Discuss client queries immediately upon receipt and escalate serious concerns to management.
- Open and maintain files on Bridge Connect.
- Send required shipping instructions to internal and external service providers to ensure all parties understand the cargo movement plan.

- Conduct cargo inspections where required to understand the cargo details, location, and storage status.
- Coordinate with warehouse operational staff regarding cargo progress and requirements.
- Ensure customs documentation is lodged and released before container departure from Bridge Terminal or third-party warehouses.
- Track container collection, packing, rail or road movement, and stacking confirmations.
- Keep clients updated on the progress of their cargo or shipments via WhatsApp or email.
- Ensure all required documentation is received from service providers within the specified timeframes.
- Advise clients once SOB confirmation is received within 24 working hours of vessel sailing.

3. Administration & Invoicing

- Raise all Debtor Invoices within 24 hours of invoice trigger where applicable.
- Capture all Creditor Invoices within 48 working hours of receipt.
- Allocate shipping line invoices within 24 hours of receipt.
- Discuss invoice or account queries with management and/or the accounts department.
- Raise debtors' invoices from the same day, where applicable.
- Ensure all relevant Bridge Connect fields are complete and zero-balanced.
- Provide service rates and costings where required.

4. Stock Reports

- Ensure stock reports are updated and sent to clients according to the specified requirements.
- Create, maintain, and update stock reports accurately.
- Submit stock reports to clients timeously.
- Ensure Bridge Terminal stock reports balance with BFW stock reports.
- Raise monthly storage invoices according to stock reports and agreed client terms.

5. General Duties

- Be available to work overtime when required.
- Travel when operationally required.
- Carry out any other reasonable instruction or request from management.
- Maintain professional communication with clients, service providers, and internal teams.

Minimum Requirements

- Grade 12 / Matric or equivalent qualification.
- Certificate or Diploma in Logistics, Supply Chain, Transport, Freight Forwarding, or a related field will be an advantage.
- Minimum of 3–5 years' experience in logistics, freight operations, cargo coordination, import/export operations, or a similar operational environment.
- Experience in cargo movement coordination, stock reporting, invoicing support, and client communication.
- Good understanding of shipping documentation, customs documentation, warehouse operations, and

cargo handling processes.

- Computer literacy, including Microsoft Office and operational/logistics systems.
 - Must be a Namibian Citizen.
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Added Advantage

Candidates with the following will have a strong advantage:

- Experience working with Bridge Connect or similar logistics management systems.
 - Experience in bonded warehouse operations.
 - Experience in port, freight forwarding, shipping, clearing, or logistics operations.
 - Knowledge of GRNs, shipping instructions, customs documentation, stock reports, and cargo tracking.
 - Experience liaising with warehouses, transporters, service providers, customs-related parties, and clients.
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Skills & Competencies

Technical Skills

- Strong administrative and coordination skills.
- Good understanding of freight, cargo, and warehouse processes.
- Ability to maintain accurate operational records and reports.
- Proficiency in Microsoft Excel, Word, and Outlook.
- Ability to work with operational systems and update information accurately.

Behavioral Competencies

- Excellent communication and client liaison skills.
 - Strong attention to detail and accuracy.
 - Ability to work under pressure and meet strict deadlines.
 - Strong problem-solving and follow-up skills.
 - Ability to work independently and as part of a team.
 - Professional, reliable, proactive, and responsible.
 - Willingness to work overtime and travel when required.
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Remuneration

A competitive remuneration package will be offered in line with the candidate's qualifications, skills, and experience.

How to Apply

If you meet the above requirements, please submit:

- Detailed CV
- Certified copies of qualifications
- Cover letter

Applications must be submitted via:

www.jobopportunities.net

Only shortlisted candidates will be contacted.

C. Steinweg Bridge Logistics Namibia (Pty) Ltd is an equal opportunity employer and encourages applications from suitably qualified Namibian candidates.