

**JOIN
OUR TEAM!**



Fleet Administrator

»»» CLOSING DATE

«««« seapridefoods.com.na



Position: Fleet Administrator
Based In: Windhoek, Namibia
Reporting To: Fleet Manager: Seapride Foods

AN EQUAL OPPORTUNITY EMPLOYER

PURPOSE STATEMENT:

To perform vehicle licencing, administration and registration activities as well as the processing of vehicle insurance claims, contributing to reduced risk, compliance and effective service delivery.

DUTIES:

- General office administration function
- Scanning and filing of related Seapride Foods debtors and debriefing documentation
- Any ad hoc related tasks for the group of companies
- Day to day running of office admin
- Handling claims processes and documentation
- Identify and communicate opportunities for improvement
- Other office duties may rise from time to time
- General filing duties

REQUIRED QUALIFICATION:

- Grade 12 (minimum)

REQUIRED EXPERIENCE:

- Computer literate, Email, Excel, Word

31 July 2026

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REQUIRED SKILLS AND COMPETENCIES:

- Energetic and dynamic
- Must be able to communicate in English and Afrikaans;
- Fluent in English and Afrikaans
- Must be able to follow instructions;
- Must be able to plan and prioritise
- Good attention to details
- An ability to work to tight deadlines and manage hours in a day
- Able to work under pressure;
- Available to work overtime when required
- Must be able to read and write in English
- Good people skills
- Team player and willing to assist colleagues when required
- Maturity to handle a range of situations with authorities
- Able to work in fast pace environment
- Energetic and dynamic
- Able to handle a mobile phone and have basic computer skills
- A self motivated individual with the ability to work independently as well as in a team

Email Letter of application & updated CV with detailed previous work experience to: hr@deepcatch.com.na The vacancy must be indicated in the subject line of the e-mail. CV's may also be given in directly at the HR Office in Prosperita at 33-37 Nickle Str, Windhoek. - The vacancy to be indicated on the CV.

Please note:

All applications must be accompanied by a certified copy of a Police Clearance Certificate not older than 12 months.

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