



VACANCY: EXTERNAL
POSITION: FREIGHT COORDINATOR
REPORTING TO: COUNTRY MANAGER
LOCATION: WALVIS BAY
CLOSING DATE: FRIDAY, 31 JULY 2026

OMA Shipping & Logistics Namibia has an exciting opportunity available for a Seasoned Freight Coordinator, based at our Walvis Bay Office.

Main Purpose:

To perform full freight coordination functions, ensuring efficient and cost-effective service delivery, and provide operational guidance and support to field staff team.

Key Responsibilities:

- Coordinate end-to-end shipment execution for both imports and exports and deliver services in line with client instructions
- Ensure accurate, complete, and timely shipment documentation submission to all relevant external stakeholders (Customs, Port, Shipping Lines, Transporters)
- Identify risks and resolve operational issues proactively
- Ensure compliance with Customs regulations, trade requirements, Incoterms, and internal procedures
- Accurately process shipments on Internal ERP system to maintain data integrity
- Ensure correct supplier cost capture and support invoice verification
- Maintain professional communication with all stakeholders – internal and external
- Provide clear instructions and day-to-day guidance to Field Support Team
- Ad hoc duties as assigned by Country Manager in line with general scope or duties and requirements
- Ensure adherence to all Company Policies and Procedures, including credit terms and onboarding of customers

Qualifications & Experience:

- Diploma in Freight Forwarding / Logistics / Supply Chain with 2 years' experience **OR** Grade 12 with minimum 5 years proven Clearing and Forwarding Experience
- At least five (5) years' experience in Freight forwarding or Clearing and Forwarding coordination will be an advantage
- FIATA Certification, Customs or Trade Compliance training, and/or Dangerous Goods Training will be an advantage
- Experience in handling complex shipments for local and Cross Border delivery
- Strong attention to detail, administrative accuracy and documentation control
- Proficient in MS Software

Other Key Competencies:

- Ability to work independently and meet deadlines.
- Ability to work collaboratively in a team-oriented environment
- Excellent Communication skills, both oral and written
- Good Interpersonal skills
- Adaptable to changing priorities and fast-paced work environment

Application Procedure:

Submit applications via www.jobopportunities.net, including cover letter, detailed CV, and certified copies of relevant qualifications.