



EXTERNAL ADVERTISEMENT

We hereby invite suitable, qualified candidates to apply for the following positions:

1x PROCUREMENT AND EXPEDITING ADMINISTRATOR C1

Division: Finance and Supply Chain
Reporting to: Buyer
Location: Walvis Bay

Primary purpose of this position:

To facilitate efficient material and service procurement while promoting timely delivery and compliance within the Finance and Supply Chain Department at Namdock.

Key Performance Areas:

- Expediting and Tracking
- Stakeholder Engagement
- Documentation and Records
- Transportation and Breakdown Coordination

Critical Technical Competencies for this role.

- Results Orientation & Customer Focus
- Working with others (Teamwork)
- Interpersonal Skills
- Time Management Skills
- Attention to Detail
- Problem Solving
- Adaptability

Qualification and Experience Required:

- Grade 12 and a National Diploma in Economics, Business Administration, or Supply Chain Management (NQF Level 6).
- Three (3) years of experience in Business Administration, Supply Chain Administration, or Procurement and Expediting Administration.
- A Valid Driver's License (Code B).

Closing Date: 31 July 2026

Namdock will provide remuneration and benefits relevant and appropriate to the position.

Interested candidates that meet the above requirements should apply via recruitment portal www.jobopportunities.net. Your application should be accompanied by a cover letter, detailed CV and certified copies of your relevant qualifications.

Only applications received via the portal will be evaluated.

Only shortlisted candidates will be notified. No documents will be returned.

Note: As an equal opportunity employer preference will be given to candidates from previously disadvantaged groups as defined in the Affirmative Action Act of 1998.