

SITE SERVICES COORDINATOR

NEW HORIZON COPPER (PTY) LTD | KOMBAT

NHC is committed to operating safely, responsibly and efficiently while developing Namibia's copper resources to create long-term value for our people, communities and the country.

We are looking for an organised Site Services Coordinator to join our Site Services team.

PURPOSE OF THE JOB

To provide administrative and coordination support to Site Services by maintaining departmental records and schedules, coordinating activities and follow-ups, and supporting reporting, employee movement, transport, procurement and general departmental administration.

KEY RESPONSIBILITIES

- Provide day-to-day administrative and coordination support to Site Services.
- Maintain accurate departmental records, correspondence, schedules, registers, trackers and filing systems.
- Consolidate information and compile accurate monthly reports and submissions.
- Coordinate departmental activities and follow up on outstanding actions, requests and deadlines.
- Assist with employee movement, transport arrangements and related records and schedules.
- Support procurement activities, quotations, purchase requests and related administration.
- Promote effective communication, teamwork and compliance with HSE requirements.

MINIMUM REQUIREMENTS

- Grade 12 with a certificate in Administration, Business Administration or a related field.
- Minimum 3 years' relevant administrative or coordination experience, preferably in a mining, industrial or operational environment.
- Good working knowledge of MS Office, particularly Excel and Word.
- Experience in reporting, document control, scheduling, record keeping and follow-up of actions.
- Knowledge of procurement and quotation processes, employee movement and transport coordination.
- Valid driver's licence will be an advantage.

WHO SHOULD APPLY?

Applications are invited from candidates who meet the above requirements.

Previously disadvantaged Namibians, women, persons with disabilities, and residents of Kombat and surrounding communities are encouraged to apply.

HOW TO APPLY

Applications must be submitted via our recruitment portal at www.jobopportunities.net. Applicants are also encouraged to register on our recruitment database at <https://kombatproject.com/login>. The database is there for candidates to register their details so that we can consider them should a suitable opportunity arise in future.

If you meet the above requirements and are interested in contributing to the success of New Horizon Copper, please submit a detailed CV, certified copies of your qualifications, and a cover letter.

Closing Date: 30 September 2026 @ 7:00PM

NB: Only candidates who meet the minimum requirements will be considered. Shortlisted candidates will be contacted within four weeks of the closing date.