C. Steinweg Bridge

Namibia

VACANCY: OPERATIONS SPECIALIST – BREAKBULK

Walvis Bay, Namibia
Company: C. Steinweg Bridge Logistics Namibia (Pty) Ltd
Contract Type: Full-time, Permanent
Closing Date Extended: 21 October 2026 @ 7:00PM

Role Purpose

The Operations Specialist – Breakbulk will be responsible for the effective planning, coordination and execution of bulk and breakbulk vessel operations, with particular focus on vessel loading and discharge activities.

The successful candidate will coordinate with vessels, agents, terminal operations, stevedores, transporters, warehouses, customers and internal stakeholders to ensure cargo is handled safely and efficiently in accordance with agreed operational requirements, SOPs and service levels. The role also supports key customers, monitors operational performance, resolves operational challenges and identifies opportunities to improve efficiency, service delivery and profitability.

Key Responsibilities

1. Vessel & Breakbulk Operations

- Coordinate and oversee bulk and breakbulk vessel loading and discharge operations.
- Coordinate vessel activities with vessel agents, terminals, stevedores, customers and other operational stakeholders.
- Ensure loading and discharge plans, cargo sequences and operational instructions are clearly communicated and executed.
- Monitor operations against planned rates, cargo volumes, productivity targets and vessel schedules.
- Monitor cargo movements from vessel through to warehouse, truck or final destination.
- Identify and resolve operational delays, bottlenecks, cargo discrepancies and other exceptions.
- Ensure cargo is handled, stored and dispatched in accordance with SOPs and customer requirements.
- Monitor vessel turnaround times and escalate operational risks or deviations proactively.

2. Customer & Stakeholder Management

- Act as an operational point of contact for assigned key customers.
- Maintain effective relationships with customers, shipping lines, vessel agents, terminals, stevedores, transporters, warehouses and service providers.
- Provide accurate and timely operational updates and reports.

- Investigate and resolve operational queries, discrepancies and service issues.
- Ensure customer instructions are communicated clearly and executed correctly.
- Participate in customer performance reviews and continuous improvement initiatives.

3. Planning & Operational Control

- Coordinate the resources, equipment, labour, transport and warehouse capacity required for vessel operations.
- Ensure operational readiness of cargo, equipment, labour and receiving facilities.
- Monitor daily progress against operational plans, vessel schedules and KPIs.
- Escalate operational risks, delays, constraints and potential cost exposures.
- Coordinate cargo flow and prioritisation to minimise delays, standing time and unnecessary handling.

4. Commercial & Cost Management

- Monitor operational costs, including overtime, demurrage, detention, standing time and equipment costs.
- Identify opportunities to improve efficiency, reduce avoidable costs and improve vessel turnaround.
- Ensure agreed rates, scopes of work and commercial arrangements are followed during operations.
- Assist in identifying new breakbulk opportunities and value-added solutions for customers.
- Support accurate invoicing by ensuring recoverable operational costs and services are properly documented.

5. Reporting & Administration

- Maintain accurate vessel records, cargo reconciliations and operational documentation.
- Prepare daily, weekly and vessel-specific operational reports.
- Monitor cargo volumes, productivity and operational KPIs.
- Ensure loading/discharge documentation and operational files are complete and up to date.
- Assist with debtor and creditor queries relating to operational activities.
- Ensure operational transactions and records are accurately captured in applicable company systems.

6. Team & Service Delivery

- Coordinate internal teams and external service providers to ensure effective vessel and cargo operations.
- Promote adherence to SOPs, safety requirements, customer KPIs and company procedures.
- Provide operational guidance and support to colleagues and service providers.
- Support training, knowledge sharing and continuous improvement initiatives.
- Promote a proactive, customer-focused and performance-driven working environment.

Minimum Requirements

- Matric (Grade 12) or equivalent.
- Minimum of **5 years' experience in freight forwarding, shipping, logistics or terminal operations**, including relevant operational experience within imports/exports.
- Proven experience in **bulk and/or breakbulk vessel operations**.
- General knowledge of **Customs procedures and import/export processes**.
- Sound knowledge of **vessel, port, terminal, cargo handling and inland logistics operations**.
- Strong geographical knowledge relevant to freight and logistics operations.

Added Advantage

- Degree or Diploma in **Freight Forwarding, Logistics, Supply Chain, Shipping or a related field**.
- Previous experience within the **Minerals, Metals, Mining or Project Cargo** environment.

Skills & Competencies

- High level of computer literacy, including Microsoft Office.
- Strong operational planning, coordination and organisational skills.
- Excellent verbal and written communication skills.
- Strong numeracy and financial understanding.
- Excellent stakeholder and customer relationship skills.
- Strong problem-solving and decision-making ability.
- High attention to detail and accurate record keeping.
- Ability to coordinate multiple stakeholders and operational activities simultaneously.
- Ability to work effectively under pressure and meet strict vessel, customer and operational deadlines.
- Proactive, organised, customer-focused and solution-driven approach.

Additional Requirements

- Must be able to work flexible hours, including early mornings, evenings, weekends and overtime when vessel operations require it.
- Must be willing and able to travel when operational or customer requirements dictate.

Remuneration

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

How to Apply

If you meet the above requirements and would like to be considered for this opportunity, please submit:

- A detailed CV
- Certified copies of qualifications
- A cover letter

Applications must be submitted via our recruitment portal at www.jobportunities.net.

Only shortlisted candidates will be contacted.

C. Steinweg Bridge Logistics Namibia (Pty) Ltd is an equal opportunity employer and encourages applications from candidates of previously disadvantaged groups.

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