LOGISTICS SUPPORT SERVICES (PTY) LTD
Reg. No.: 2009/0864
Vat. Reg. No. 5078730 015
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VACANCY: SHIPS AGENT

Position based in Walvis Bay

Job Purpose

Training to carry out functions of a Ships Agent such as operating, providing cargo handling and to act in accordance with enshrined rules and regulations by international maritime convention to be the primary servant of the master and owners of the vessel.

General Duties

- Responsible for organizing, overseeing and coordinating all aspects of the port call, from booking berth, allocations and services ahead of the vessel's arrival to finalizing the accounts and other paperwork after the vessel has sailed.
- Required to be fully conversant with the safety, commercial and statutory requirements and regulations applicable to the port.
- Ensure the vessel complies fully to ensure that no delays are caused as a result of failure to meet its obligations
- Planning, organizing and coordinating the port call, acting on behalf of the owner or operator of the vessel
- Solicits cargo on behalf of the owner or operator, operations manager and agency supervisor to ensure client satisfaction
- Manage shore staff and crew changes to ensure items are handle swiftly and in a cost-effective manner
- Negotiate terms with suppliers such as price, quality of goods, deadlines, expectations, etc
- Identify and liaise with suppliers regarding updates and details of goods and services
- Develop marketing strategies, objectives and targets
- Procurement according to company processing and procedures
- Responsible for marketing and new client acquisition
- Analyze invoices to ensure accuracy of goods delivered

Qualifications and Experience

- Grade 12
- 2 to 3 years working in a logistics environment
- Knowledge of computers and relevant software applications
- Knowledge of customer service principles and practices
- 3 years' experience in a related position
- Drivers licence with a valid PDP
- Excellent interpersonal skills
- Effective planning and organizing skills

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- High level of conscientiousness
- Experience or exposure to project management would be an advantage.

APPLY NOW
Send your application as follows:
Subject must contain Reference Code: LSSREC043
Email: recruitment@lssnamibia.com
Closing date: **05 November 2026**

Only shortlisted candidates will be contacted