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

Position based in Windhoek

Job Purpose:

Logistics Support Services is looking for an experienced Logistics Freight Operator with strong practical knowledge of Namibian Customs and ASYCUDA to join our team. The successful candidate will be responsible for ensuring accurate, compliant, and timely customs clearance.

General Duties

- Prepare, capture and submit customs declarations on ASYCUDA, and monitor them through to release.
- Review commercial invoices for completeness, accuracy and consistency, ensuring they comply with NamRA guidelines.
- Process import, export, transit and temporary import entries.
- Process the full range of import (IM4, IM5, IM6, IM7, IM8) and export (EX1, EX2, EX3) entries, as well as other applicable customs procedures.
- Verify invoices, packing lists, air waybills (AWBs) and other supporting customs documentation.
- Ensure the correct HS codes, customs values, duties and Import VAT are applied to every entry.
- Group identical or related products (e.g. same HS code, material or origin) to streamline declarations.
- Classify goods by applying the correct Harmonized System (HS) codes based on each product's description, composition and intended use.
- Monitor customs entries and follow up on queries, inspections and releases.
- Assist with customs amendments, refunds and adjustments where required.
- Maintain accurate, up-to-date customs records.
- Ensure compliance with NamRA requirements and company procedures at all times.
- Identify potential delays, penalties and additional costs, and escalate them promptly.

Qualifications and Experience

- Grade 12 certificate.
- 2–3 years' practical experience in customs clearing and freight forwarding.
- Hands-on 'Customs Entry Framing' experience on ASYCUDA (essential).
- Practical experience liaising with stakeholders, particularly NamRA (essential).
- Sound understanding of import and export procedures and customs documentation.
- Working knowledge of HS classification, customs valuation, Incoterms, duties and Import VAT.
- Computer literate, particularly in Microsoft Excel and Outlook.
- Strong communication, organisational and problem-solving skills, with the ability to work both independently and as part of a team.
- Valid Code C1 driver's licence with a valid Professional Driving Permit (PDP).
- Experience in airfreight and road freight operations.

All business is undertaken strictly in accordance with the standard trading conditions of Logistics Support Services (Pty) Ltd, a copy of which is available on our website www.Lssnamibia.com

LOGISTICS SUPPORT SERVICES (PTY) LTD

The candidate will be subject to work from our Windhoek office and Hosea Kutako International Airport as management requires.

APPLY NOW
Send your application as follows:
Subject must contain Reference Code: **LSSREC042**
Email: recruitment@lssnamibia.com
Closing date: 4 November 2026

Only shortlisted candidates will be contacted