





## Logistics Coordinator

 Join Our Growing Team – Be Part of Something Big!

 Location: Windhoek

 Company: Alensy Energy Solutions (Pty) Ltd

 Closing Date: 12 March 2025

We are expanding—and we want **YOU** to be part of our success story! As we take on bigger projects and grow our business, we are adding key roles to our team to support this growth. We are seeking a highly organised and motivated individual to join our team. This role involves coordinating logistics and handling administrative tasks to ensure the efficient and timely delivery of services and products. The ideal candidate will have strong organisational skills, the ability to multitask, and a proactive approach to problem-solving. If you are looking for an exciting opportunity where your work makes a real impact, this is it!

### Purpose of the Role

As a **Logistics Coordinator**, you will play a crucial role in **coordinating and overseeing the transportation of goods and materials** with **administrative tasks** to ensure everything runs **timely delivery and receipt of shipments while tracking inventory levels and maintaining accurate shipment records.**

### Qualifications & Experience

#### Minimum Requirements:

- Certificate in logistics, business administration, project management, or a related field.
- Accounting background.
- Proven experience in logistics, project coordination, or administration.
- Strong organizational and multitasking skills.

- ✔ Excellent communication skills, both written and verbal.
- ✔ Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- ✔ Ability to work independently and as part of a team.
- ✔ Problem-solving mindset with the ability to manage multiple priorities.
- ✔ Detail-oriented with a focus on accuracy.


### **Preferred Requirements:**

- ★ Logistics, business administration, project management, or a related field

### **🎯 Key Deliverables & Functions**

- **Logistics Coordination:**
  - Coordinate and oversee the transportation of goods and materials.
  - Ensure timely delivery and receipt of shipments, coordinating with vendors and carriers.
  - Track inventory levels and maintain accurate records of shipments.
  - Resolve issues related to delays, damaged goods, or other logistics challenges.
- **Project Coordination:**
  - Collaborate with internal teams to define project objectives, scope, and timelines.
  - Monitor project progress, ensuring tasks are completed on time and within budget.
  - Liaise with clients, suppliers, and other stakeholders to ensure smooth communication and project execution.
  - Identify and mitigate project risks or delays, implementing corrective actions as needed.
- **Administrative Support:**
  - Accounting processing of debtors and creditors relevant to projects and logistics.

- Utilisation of MS Excel, Word and PowerPoint to ensure accurate reporting and presentation of logistics, projects and supply chain.
  - Prepare and maintain project documentation, reports, and schedules.
  - Assist in preparing budgets and ensuring adherence to financial plans.
  - Process purchase orders, invoices, and other financial documents.
  - Organize and coordinate meetings, preparing agendas and taking meeting minutes as required.
- **Communication & Coordination:**
    - Maintain clear and effective communication across all project stakeholders, ensuring alignment on timelines and deliverables.
    - Provide regular updates to management on project and logistics status.
- **Compliance & Documentation:**
    - Ensure compliance with all legal, regulatory, and safety requirements related to logistics and project operations.
    - Maintain organized records of contracts, shipments, and project-related documents.

 **Apply now!** Send your CV with the subject “**Logistics Coordinator – [Your Name]**” to [hr@alensy.energy](mailto:hr@alensy.energy)

If you have not been contacted within two weeks of the closing date, please consider your application unsuccessful.