

VACANCY

CLERK: LOGISTICS



ABOUT MEATCO

Meatco, an equal opportunity employer, is a progressive organisation involved in the production, processing, value addition, and marketing of red meat and associated by-products.

POSITION: CLERK: LOGISTICS

Purpose of the Job

Under the supervision of the coordinator: Documentation, the Clerk: Logistics ensures that the correct paperwork is completed for all shipments and exporters. The Clerk: Logistics is also responsible to assist with any logistics related activities required to expedite Meatco product.

Key Performance Areas

- Responsible for the Prepare and Handling of Export Documents Under the supervision of the coordinator.
- Receive delivery note from factory and non-manipulation certificate from Table Bay Cold Storage.
- Prepare on Container Program packing list, invoice, EUR.1.
- Receive loading detail from Factory, NMIE and Meatco UK.
- Receive NONMANIP document from Veterinary Services.
- Prepare veterinary documentation, customs documentation (EURO 1 / A), and bank documentation (F17A) within one day.
- Forward documentation to Veterinary Services, Customs, Meatco UK, Shipping Lines and Clearing Agents.
- Send document to client in EU – client must receive document 5 days before arrival of shipment otherwise demurrage charges.
- Administration and Execution of documents required for expediting of orders.
- Acquire all relevant information to ensure completeness.
- Ensure signatures of relevant authorities are obtained and documentation checklist is complete before filing.
- Communicate and co-ordinate with all stakeholders in the process to expedite your function.
- Ensure that a proper filing system is in place and maintained.

Competency and Skill Requirements

- A Diploma in Logistics and supply chain or equivalent qualification. A relevant Degree will be an added advantage.
- At least Two (2) years' experience in logistics environment.
- Able to work in a team, planning and organizing, numerical ability and proven high level of attention to detail.
- Effective communication and time management. Ability to multitask effectively.
- Knowledge of the Public Procurement Act, 2015 (Act 15 of 2015), the Meat Corporation Act, 2001 (Act 1 of 2001) and the Import and Export Control Act, 1994 (Act 30 of 1994).
- Working Knowledge of MS office.
- Customer focus, Technically Capable, Stress tolerant, Fact finding, and Results driven.
- A code B driver's license is essential.

Please note that only short-listed applicants will be contacted. Suitable candidates from designated groups are encouraged to apply.

To Apply: If this appeals to you, kindly forward a cover letter and supporting documents to: mrecruitment@meatco.com.na

Closing date: 20 February 2024



www.meatco.com.na



061 321 6000



MEATCO



MEATCO Namibia