



Logistics Administrator

Dole South Africa, one of the country's leading fruit exporters, recruits for a Logistics Administrator that is to add to the Company's human resources talent pool. This vacancy offers a challenging role to a dynamic individual, who is driven by attention to detail in reporting and motivated by deadlines.

Reporting to the Business Manager: Supply Chain, you will be based at our CPT offices (Tygervalley-area).

Minimum knowledge & experience required to perform this job competently:

Education & Minimum Experience:

GRADE 12 – With experience within a shipping industry/course
Very strong administrative and organisational skills.

3 – 5 years within a shipping industry, shipping export documentation knowledge

Key Performance Areas (KPA's):

KPA's will include (but are not limited to) the following essential responsibilities:

Main purpose of job (A brief summary of job responsibilities)

- Compiling document packs/C-notes for Addendums in season to comply with PPECB/DAFF requirements
- Assisting Data Integrity with capturing and management of all intake documents (C-Notes)
- CBS/FCM Risk Management
- Data Management
- Capture of third-party information & reconciliations
- Assist freight forwarding team with capturing customs entries/cargo dues and other freight forwarding/documentation responsibilities
- Logistics Administration / d hoc Logistics responsibilities
- Responsible for Dole and Farm asset insurance
- Assist Risk & Logistics controller with Logistics claims

Please forward your application & expected remuneration via email to:

albert.van.zyl@dole.com.

NB: The appointment will be made in line with our Employment Equity Policy. We will only revert to candidates who have been shortlisted.

Closing date for applications: Friday, 15 March 2019 at 12h00.