



Export Controller

Dole South Africa, one of the country's leading fruit exporters, is recruiting for an **Export Controller** based at our head Office in Tyger Valley area and reporting to the **Team Lead: Documents Control**. This opportunity offers a challenging role to a dynamic individual, who is performance driven and motivated by achievement.

Minimum knowledge & experience required to perform this job competently:

GRADE 12 – With **3 - 5 years' experience** within a shipping or clearing and forwarding industry, and strong shipping export documentation knowledge. Fruit/Perishable export shipping documentation experience highly advantageous.

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

Export documentation Pass relevant Customer Shipping documents as per legislature • Framing of all perishable export documents in time and courier to receivers • Liaise with shipping lines • Ensure all receivers documentation requirements are met • E-mail / Courier all documents to receivers • Handling queries and maintain query log • Diligently execute cargo forwarding processes for consignments • Be accountable to the Freight Forwarding and Customs Clearing Manager for timeous arrival of documents with receivers

Queries Resolve queries in the best interest of Dole SA, considering the situation and all the details

Systems Verifying information • Logging issues • Use of other internal systems

Networking External and internal networking • Industry talks and events as required

Other Phyto declarations • Special instructions (maintain & edit on system) • Maintain and update client profiles • Renewals of import permits

Inherent requirements

Understand special document requirements for global export/import shipments, which will include various regions (EU, UK, Americas, Middle East, Far East, South East Asia) • Excellent understanding of shipping and payment terms and interpretation and implementation thereof, including handling of shipments on letters of credit • Internal knowledge resource/expert on all FF&CC matters

Attributes:

Leadership, Teamwork, Accountability • Exceptional administrative and organisational skills • Creative thinking & Troubleshooting • Attention to detail, even under pressure • Good computer software skills • Excellent communication & interaction skills with stakeholders on all levels in the organisation • Ability to adhere to strict deadlines.

Closing date for applications is 29 May 2026.

Please forward your application & expected remuneration via email to: hr.sa@dole.com.

NB: The appointment will be made in line with our Employment Equity Policy. Should you not hear from us within 2 weeks of the closing date, kindly consider your application to be unsuccessful.