



**Vision: A modern, Vibrant, Customer Centric Company
that delivers value for its stakeholders.**

VACANCY – Operations Officer

Division: Courier Operations

Department: Mail and Logistics

Office: Windhoek

Primary purpose of position

To manage, organise and control the activities in the operations divisions.

Main Responsibilities

1. Operations Floor management
2. Logistics Management
3. HR Management
4. Customer relations
5. Safety and Security Assurance
6. Cash Control

Educational and experience requirements

Diploma / Certificate in warehouse management or stock control or logistics Management with 3 – 5 years in a supervisory capacity in an operations environment in the courier industry. Familiarity with transport management systems

Skills and Knowledge requirements

1. Proven supervisory skills
2. Data collation skills
3. Computer Literacy (MS office)
4. English Proficiency
5. Sound Interpersonal skills
6. Sound Customer Orientation
7. Strong Proactive Thinking
8. Problem Solving Knowledge of Logistics

Personality requirements

1. Emotionally mature
2. Trustworthy
3. Attention to detail / thoroughness,
4. Assertive, tolerant and well spoken
5. Committed, reliable & honest
6. Ability to perform well under pressure
7. Helpful and Friendly

Other: Min of Code C driver's license with valid GP

Closing Date: 25 April 2025

Candidates who comply with the above criteria and competency areas should register on Nampost website (www.nampost.com.na).

The documents that need to be forwarded Cover letter, certified copies of relevant qualifications together with a detailed curriculum vitae. Applicants who do not receive any response within three weeks after the closing date must accept that their applications were not considered favourably.

Note: NamPost is an Equal Opportunity Employer and operates in line with affirmative action guidelines.