



Vacancy

Operations Administrator

About BHL GROUP

BHL GROUP is a dynamic entity specializing in the transport of various commodities with value-added services and facilities. We provide optimal Transport and Logistical Solutions throughout sub-Saharan Africa and the rest of Africa.

About the Role

BHL GROUP is looking for a detail-oriented and efficient Operations Administrator to join our team. This role is integral to supporting our logistics and dispatch operations by ensuring the accurate execution of administrative processes and coordination of support vehicles.

Location: Walvis Bay

Duties and Responsibilities

As an Operations Administrator at BHL GROUP, your key responsibilities will include:

- Managing and monitoring pre-alerts to ensure readiness for dispatch
- Handling all administrative tasks related to dispatches, including generation and tracking of dispatch documents
- Managing fuel order documentation and submissions
- Creating and updating FM system orders
- Scanning, uploading, and tracking proof of deliveries (PODs)
- Overseeing the management and administrative coordination of OBE and Abnormal OBE processes

Escort Vehicle Coordination

- Managing and coordinating escort vehicles and escort drivers
- Conducting pre-trip and post-trip inspections of escort vehicles
- Briefing escort drivers and ensuring compliance with safety and trip requirements

Qualifications and Experience

To be considered for this role, you should meet the following criteria:

- Grade 12 certificate
- Minimum of 1–2 years' experience in an administrative role within the transport or logistics sector (preferred)
- Proficient in MS Office Suite (especially Excel)
- Excellent organisational and problem-solving skills

- High accuracy and ability to work under pressure in a high-volume environment
- Fluent in English and Afrikaans (written and verbal).
- Valid driver's license.

Application Procedure

BHL GROUP is committed to equal opportunity employment. We encourage applications from individuals with disabilities and previously disadvantaged groups. If you meet the above requirements and are eager to join a fast-paced and professional environment, please apply through our recruitment portal at www.jobopportunities.net. Be sure to include a detailed cover letter, your CV, and relevant supporting documents.

Join our team and become the welcoming face of BHL GROUP in Walvis Bay.

Application Deadline

5 August 2025, 7:00PM