



VACANCY

Position: Import Freight Manager

Reporting to: Regional/Business Unit Manager

Location: Walvis Bay

About Access World

Access World is a global logistics and warehousing leader, specializing in the handling, storage, and movement of commodities across international supply chains. Our Walvis Bay operations play a crucial role in facilitating **import logistics**, connecting global suppliers with regional clients. We manage complex freight movements with efficiency, ensuring compliance with customs regulations and delivering high-quality service to our trading, manufacturing, and financing partners.

Purpose of the Position

The Import Freight Manager is responsible for leading all import-related operations at the Walvis Bay Cargo Terminal. This role ensures the seamless coordination of international shipments, compliance with import regulations, and effective cost management. The position requires strong leadership, analytical thinking, and the ability to maintain high service standards while optimizing operational performance and profitability.

Key Responsibilities

Import Operations & Coordination

- Oversee all import activities, ensuring smooth cargo movement, customs clearance, and delivery timelines.
- Liaise with shipping lines, freight forwarders, and customs authorities to ensure compliance and efficiency.
- Ensure all import documentation is accurate and compliant with regulatory requirements.

Team Leadership & Supervision

- Lead, guide, and motivate the import team to achieve operational goals.
- Provide training, mentorship, and support to develop team competency and productivity.

Reporting & Financial Control

- Prepare and review financial and operational reports including revenue forecasts, shipment profitability, and cost analyses.
- Monitor budgets, control expenses, and identify cost-saving opportunities.
- Manage month-end processes including flash revenue, volume analysis, vessel reports, and reconciliations.

Stakeholder Engagement

- Build and maintain relationships with suppliers, agents, and clients to ensure service quality and satisfaction.
- Negotiate freight rates and service contracts to optimize cost-effectiveness and delivery performance.

Compliance & Continuous Improvement

- Stay updated with international trade regulations and import laws.
- Implement best practices and drive continuous improvement across import processes and documentation.

Required Characteristics

- Self-motivated and confident leader with strong decision-making ability.
- Excellent organizational and communication skills.
- Analytical and detail-oriented with a proactive approach to problem-solving.
- Able to perform under pressure and manage multiple priorities.
- Professional, reliable, and committed to operational excellence.

Qualifications & Experience

- Diploma or Bachelor's degree in Logistics, Supply Chain Management, or International Business.
- Minimum of **7 years' experience** in import or freight management.
- Strong knowledge of **customs regulations, import compliance**, and documentation procedures.

- Proficiency in **Microsoft Excel, Word, and reporting tools** (SAP or similar advantageous).
 - Demonstrated ability to lead a team and manage financial performance.
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Ready to Apply?

Submit your application via www.jobopportunities.net.

Include:

- A detailed cover letter
- Your updated CV
- Copies of relevant qualifications

Closing Date: 26 October 2025

For assistance with the portal, contact the Tara Nawa team at +264 (0)64 402403.