



## POSITION: LOGISTICS & QUALITY ADMINISTRATOR

### MINIMUM QUALIFICATIONS AND REQUIREMENTS

- Diploma in Logistics/ Sales and Marketing or a related field.
- 3 - 5 years' experience in Quality & Logistic environment or similar environment.

### KEY JOB OUTPUT

- Attend to inspection requests for all factory products and vessels.  
Process all inspection request for all imported products / products purchased from other companies or vessels.
- Send amending instructions for corrections when the need arises in inspection requests, final loading details, wrong Health Certificates, tests results, parasite certificates and quality certificates.
- Issue the Health Certificates on Traces system.
- Check that Health Certificates, Micro reports, Heavy Metals reports, parasite certificates and quality certificates are obtained in time.
- Follow up with relevant regulation bodies and department on sampling reports, samples collection, outstanding inspections results, micro results, health certificates, amendments.
- All correspondence with NSI to follow up on submitted and received product feedback.
- Ensure that product import or export processes comply with legal requirements.

### SKILLS & ATTRIBUTES REQUIRE

- Pro-active thinking & Problem-solving skills
- Negotiation skills
- Organising & Planning and organising.
- Attention to detail.
- Good Communication skills.
- Computer literate in excel, word and Traces.

**Closing date: 23<sup>rd</sup> June 2021.**

All suitably qualified Namibian citizens are encouraged to apply. Should you meet the qualifications and experience requirements, kindly forward a comprehensive CV and certified documents to: [info@totusconsult.com](mailto:info@totusconsult.com)

**NB: Only short-listed candidates will be contacted.**



### OUR BRANDS

