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VACANCY**

**Vacancy: BMG World Logistics, Gauteng  
South Africa**

**Logistics Support Administrator – M4468**

**Closing date: 31 July 2024**



### **Job Purpose**

To assist with day-to-day administrative tasks, allowing management to focus on strategic and high priority activities

### **Roles & Responsibilities:**

- Handle daily administrative tasks such as data entry, report generation and documentation management
- Maintain and update VMI records, ensuring data accuracy and completeness
- Assist with coordinating Logistics activities
- Support the preparation of monthly and quarterly performance reports
- Manage internal communication channels to ensure smooth information flow within the teams
- Assist with general administrative duties
- Monitoring and reporting of admin and audit dashboard
- Assist with data extraction on daily basis
- Booking of flights and accommodation for logistics team

### **Minimum Requirements:**

- Matric
- Related tertiary qualification
- Minimum 2 years' experience in the same role
- Kerridge advantage
- Logistics Admin duties

Should you have the necessary skill set, attach a brief CV to: [vacancyapplications@bmgworld.net](mailto:vacancyapplications@bmgworld.net) – REF: **Logistics Support Administrator – M4468.**

All internal applicants are required to complete an **IVAF** form signed off by line manager prior to submitting application.

**Closing date for applications – 31 July 2024.**

If you have not received notification regarding your application within 2 weeks, please accept that your application was unsuccessful.



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Technical Expertise

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