

Vacancy: Logistics Administrator

Comprising an advanced ball tracking radar system and associated user applications , Inrange hooks both serious and social golfers with an immersive, data-driven experience at golf driving ranges.

To facilitate our scaling, we are looking for a Logistics Administrator who will form part of the Supply Chain Team. The role will first cover shipment logistics administration with growth opportunities into logistics coordinator.

Inrange is a product of Alphawave Golf. The Alphawave Group is a South African technology group based in Technopark, Stellenbosch and employs more than 300 people working on various projects and services.



Essential Criteria

- Valid driving license and/or reliable transport
- Proficiency in Excel and Word
- Experience working on Google Suite would be advantageous
- Foundational logistics skills related to customs documentation such as commercial invoices, packing lists, HAWB/AWB, GRVs and incoterms
- Previous work experience in logistics would be advantageous

Responsibilities

- Tracking of deliveries for purchased items (domestic and international)
 - Daily tracking and updating of in-country shipments on order sheets & task management applications
 - Daily stakeholder management and inter-team communication
- Domestic & International shipments

- Liaising with freight forwarders / couriers
- Requesting and checking shipping estimates
- Arranging collection of cargo
- Confirming flight schedule details
- Actioning pre-clearance for import
- Assisting with customs export/import documentation
- Tracking of shipments as and when necessary
- Continuously updating and managing stakeholders
- Touch Panel PC shipments:
 - Daily tracking of Touch Panel PC shipments, and updating its status on task management applications
 - Regular follow-ups with supplier
- Adhoc tasks
 - Assist with checking stock for site shipments from time-to-time
 - Assist with financial year-end stock takes
 - Visit production facility once a week with supply chain team or as required

Additional skills required

- Attention to detail
- Good verbal and written communication skills
- The ability to work well across various teams, as well as the ability to contribute independently
- Eager to learn and able to demonstrate initiative in the workplace

Perks

- Work within a medium sized team in a high-tech environment
- Daily meals & great coffee at the office

Terms & Conditions

- Starting date: 13 Jan 2025
- Market related salary

Further information on Inrange and Alphawave

- <https://www.inrangegolf.com/>
- <https://www.alphawave.co.za/alphawave-portfolio/>

Contact:

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