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## VACANCY

### TRANSFER COORDINATOR

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We are looking for a TRANSFER COORDINATOR to join our tribe!

This position is Windhoek based at our headquarters.

The incumbent is responsible for all transfers of company guests to and from specified airports, This position is responsible for the efficient coordination and management of our self-drive fleet, vehicle deliveries and hand overs.

**Responsibilities include but are not limited to:**

- Conduct effective and timely self-drive briefings during meet & greets
- Ensure all accurate documentation are provide to guests for rental vehicles
- Conduct city and long distance transfers
- Maintain and update bookings on a daily basis
- Responsible to liaise with the fleet coordinator with regard to vehicle maintenance & repairs
- Manage and allocate the guest liaisons team according to transfer demands
- Process and coordinate the vehicle rental system as well as deliveries
- Able to work extended hours during demanding periods

**Requirements:**

- Must be a Namibian citizen or permanent resident
- Grade12 with a minimum of 5 years' experience as a Transfer Coordinator or similar position
- Must be fluent in English and to communicate with internal and external stakeholders (German would be advantageous)
- Computer literate in MS Office with HQ Car Rental or similar
- Experience in scheduling and logistical fleet management
- Good interpersonal skills, with a high level of emotional and social maturity
- Extremely effective with financial figures
- Absolute ethical behavior
- Code BE Driver's license with PDP (Public Drivers Permit)
- Valid First Aid Certificate
- Experience in travel within Namibia as a guide would be advantageous

**Packages:**

- Market related salary
  - Pension & Medical Aid contributions
  - Long Service Awards (14<sup>th</sup> Cheques)
  - Performance based annual bonus (13<sup>th</sup> Cheques)

Please send your CV, including a photograph of yourself with an application letter and contactable references and supporting documents to [hr@ultimatesafaris.na](mailto:hr@ultimatesafaris.na)

Closing dates for applications is Wednesday, 30 April 2025 - only short-listed candidates will be contacted!