Singita

Distribution Coordinator

JOHANNESBURG, SOUTH AFRICA

As a Distribution Coordinator at Singita, you will coordinate the movement of goods from our warehouse to lodges, projects and regional destinations across the network. You will be responsible for ensuring that shipments are planned correctly, dispatched on time and communicated clearly to all stakeholders.

You will work closely with the Warehouse, Procurement, Inventory and Project teams to ensure deliveries are visible, risks are managed proactively, and goods arrive where they are needed to support lodge operations and project milestones.

Key Responsibilities

- Coordinate daily dispatch activities across lodges, projects and regional operations.
- Plan and schedule outbound shipments to ensure efficient and timely delivery.
- Arrange transport bookings and coordinate with freight providers, couriers and logistics partners.
- Prepare and verify local and cross-border transport documentation and delivery records.
- Track shipments in transit and provide regular updates to stakeholders.
- Monitor delivery commitments and escalate delays or risks proactively.
- Coordinate project dispatch readiness with Warehouse, Inventory and Project teams.
- Manage shipment queries and provide accurate delivery information to stakeholders.
- Maintain shipment tracking records and logistics reporting.
- Support continuous improvement initiatives to enhance distribution efficiency and visibility.

Skills & Experience

- 3-5 years' experience in distribution, logistics coordination or supply chain operations.
- Experience coordinating transport providers and shipment schedules.
- Strong understanding of dispatch processes and logistics documentation.
- Experience supporting multi-site operations or projects would be advantageous.
- Ability to manage multiple deliveries and competing priorities simultaneously.
- Strong organisational and planning skills.
- Comfortable working with Procurement, Warehouse, Inventory, Finance and Project teams.
- Strong communication and stakeholder management skills.
- Attention to detail and commitment to service excellence.
- Passion for conservation and sustainability.

To apply email your CV to SMCcareers@singita.com or visit:

www.singita.com/about/careers