



<https://bundi.co.za/job/logistics-and-catering/>

Logistics and Catering

Job Location

Noordoewer, Namibia

Company Description:

Bundi Adventures & Tourism is a well-respected tour operator specializing in multi-day rafting, canoeing, and fishing expeditions on the scenic Orange River. Headquartered in Durbanville, South Africa, with a dedicated river base in Noordoewer, Namibia. Bundi caters to families, school groups, and adventure seekers, ensuring safe and scenic guided trips through stunning desert landscapes.

Role Description:

- 2 month contract for a Namibian

This is a 2-month contract, on-site Logistics Coordinator role based in Noordoewer. As a Logistics Coordinator, you will oversee the planning and management of various river expeditions. Ensuring the smooth flow of food, quantities and variety of it. Responsibilities include inventory management, coordinating schedules, communicating with suppliers and providing exceptional service to internal teams and clients. You will also maintain records, monitor supply chain performance, and resolve logistical challenges to ensure a seamless customer experience

Background to role:

Through the years we have developed a system that gives exact quantities of food required to run an adventure successfully. The correct candidate must have a EXCEL experience and a general understanding of maths. Pre-drafted shopping menu's get generated on Excel and from there we do the various food orders and packing. The correct candidate will require a drivers license to some-times collect various products and or drive to various points along the river to resupply the group with new fresh supplies.

Qualifications

MUST HAVE:

- Excel experience
- Drivers license
- Computer literate to send & receive mails

Qualifications:

- Strong analytical and problem-solving skills to manage logistics activities effectively and address challenges.
- Excellent communication and customer service skills to coordinate with team members, suppliers, and clients while meeting their needs efficiently.
- Experience in inventory management and supply chain management to maintain accurate records and ensure smooth inventory flow.
- Highly organized, dependable, and detail-oriented with the ability to multitask and meet deadlines in a fast-paced environment.

Employment Type

Temporary

To Apply:

Download & Complete Application Form.

Send CV and Completed Application Form to hr@bundi.co.za

Date posted

26th November 2025

- Proficiency in EXCEL an asset.
- Prior experience in the tourism, adventure, or hospitality industry is highly beneficial.
- Ability to work collaboratively within a team and strong dedication to providing exceptional service.