

Join the Onguma Leadership Team
Vacancy - Procurement & Logistics Administrator



Windhoek based | Regular travel within Namibia & South Africa

Onguma Game Reserve is a proudly family-owned luxury safari destination situated on the eastern boundary of Etosha National Park. Renowned for exceptional hospitality, luxury accommodation and authentic wildlife experiences, Onguma is seeking a highly organised and proactive **Procurement & Logistics Administrator** to join our team.

This is an exciting opportunity for someone who enjoys working in a fast-paced environment, coordinating multiple projects simultaneously and ensuring that every detail is executed to the highest standard.

The Role

Reporting directly to the Lodge Standards & Operations Manager, with a dotted line to the Hospitality General Manager and Group CFO where required, you will coordinate the procurement and logistics of furniture, furnishings, linen, décor, operating equipment, and lodge supplies across all Onguma properties.

Your responsibilities will include:

- Managing purchase orders from approval through to final delivery.
- Coordinating suppliers, freight companies and lodge deliveries.
- Tracking orders and ensuring goods are delivered correctly and on time.
- Ensuring all deliveries are accurately labelled for the correct lodge and department.
- Reconciling procurement documentation and supplier invoices.
- Monitoring stock levels and assisting with procurement planning.
- Maintaining excellent supplier relationships and resolving delivery issues proactively.

Requirements

The successful candidate will have:

- Experience in procurement, logistics, buying or supply chain management.
- Exceptional organisational and administrative skills.
- Strong attention to detail and excellent problem-solving abilities.
- The ability to manage multiple priorities and meet deadlines.
- Excellent communication and interpersonal skills.
- Advanced Microsoft Office skills, particularly Excel (experience with Innkeeper or similar systems will be advantageous).
- A valid driver's licence and willingness to travel regularly within Namibia and to South Africa.
- Namibian citizenship or permanent residency.

Why Join Onguma?

This is an opportunity to become part of one of Namibia's leading luxury safari operations, working alongside a passionate and professional management team. We offer a dynamic working environment where your contribution directly supports the continued excellence of our lodges and guest experience.

Applications

Please submit your CV together with a brief motivation letter to recruitment@onguma.com.

Only shortlisted candidates will be contacted. If you do not hear back from us in 2 weeks please accept your application as unsuccessful. Closing Date: 14 August 2026

Onguma is an equal opportunity employer. Preference will be given to suitably qualified Namibian citizens.