

Join the Onguma Leadership Team

Vacancy- Procurement & Logistics Administrator (*with a natural eye for design in tourism & hospitality*)

Windhoek based | Regular travel within Namibia & South Africa

Onguma Game Reserve is a proudly family owned and managed 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 detail-driven Procurement & Logistics Administrator with a genuine eye for design, quality, and aesthetic consistency to join our team.

This is not a generic procurement role. You will be the operational link between our appointed Interior decorator, our Lodge Standards & Operations Manager, and our lodge properties — ensuring every item procured meets the five-star standard our guests expect.

The Role

You will coordinate the procurement and logistics of furniture, furnishings, linen, décor, operating equipment, and lodge supplies across all Onguma properties. What sets this role apart is the combination of operational precision and genuine aesthetic sensibility

— you should instinctively understand that procurement in luxury hospitality is not only about price, availability, and durability, but also about how an item looks, feels, and contributes to the overall guest experience.

For small operational replacements such as glassware, towels, or linen, you are expected to exercise independent aesthetic judgement and source a like-for-like replacement that fits the existing look, feel, and quality standard of the lodge. For significant items such as furniture, décor, and soft furnishings, you always work within the direction set by our Interior Decorator and management team.

Your responsibilities will include:

- Managing purchase orders from approval through to final delivery
- Sourcing and selecting guest-facing replacement items that complement the existing aesthetic and quality standard of each lodge
- 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
- Assisting the Interior Decorator with logistics and supplier coordination during lodge soft refurbishments and décor refresh projects

Requirements

The successful candidate will have:

- A natural eye for design, quality, and aesthetic consistency — you know instinctively what belongs in a luxury lodge environment and what does not
- A strong hospitality background with an understanding of luxury guest-facing standards across rooms, dining, and lodge operations
- Experience in luxury hospitality, lodge or hotel procurement, FF&E, interiors, or décor sourcing will be a strong advantage

- Experience in procurement, logistics, buying, or supply chain management
- Exceptional organisational and administrative skills with the ability to manage multiple active orders simultaneously
- Strong attention to detail and excellent problem-solving abilities
- The ability to manage multiple priorities and meet deadlines without dropping the ball
- Excellent communication and interpersonal skills
- Advanced Microsoft Office skills, particularly Excel
- 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

Closing Date: 25 September 2026

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