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HR-023



VACANCY – PROJECTS EXPEDITOR

This role is responsible for coordinating project orders, following up with suppliers and subcontractors, monitoring delivery schedules, and ensuring clear communication across internal teams to support successful project execution.

Key Responsibilities

- Coordinate and monitor project orders from placement through to delivery.
- Follow up with suppliers, subcontractors, and transporters to ensure adherence to agreed timelines.
- Track delivery schedules, long-lead items, and project progress, and communicate any delays or risks to relevant stakeholders.
- Verify quantities, specifications, drawings, and delivery requirements to ensure accuracy.
- Maintain accurate records of production, deliveries, and expediting activities.
- Identify potential supply chain, production, or logistics issues and support timely resolution.
- Work closely with production, quality assurance, and project teams to support successful project execution.

Minimum Requirements

- Grade 12 certificate.
- Minimum 2–3 years' expediting experience.
- Experience in supplier follow-up, order coordination, and delivery tracking.
- Proficiency in Windows, MS Office, spreadsheets, project tracking tools, and progress reporting.
- Own transport would be advantageous.

Skills and Competencies

- Strong organisational and time management skills.
- Clear and professional communication skills.
- Attention to detail and accuracy.
- Problem-solving ability and proactiveness.
- Analytical thinking and progress tracking ability.
- Teamwork, reliability, and accountability.

Closing Date

13 June 2026

How to Apply: Please send your CV and certificates to hr@twprofile.co.za and use the subject reference "Projects Expeditor"

If you do not hear from us within 14 days after the closing date, please consider your application unsuccessful.