

Load Master: X4 Windhoek
Type of Notification: Vacant Position
Employee Type: Full Time
Employee Status: Permanent

Closing Date: 28 November 2025

PURPOSE OF THE POSITION

The Loadmaster plays a critical role responsible for the accurate, efficient, and safe loading and documentation of finished goods onto outgoing trucks, ensuring all shipments comply with order specifications and company and regulatory standards. This role requires exceptional attention to detail, a focus on safety, and strong coordination skills within the warehouse and with transport personnel.

RESPONSIBILITIES

- **Load and verify accuracy of shipments:** Accurately and efficiently load trucks, ensuring the correct stock quantities and products are loaded according to shipping documents, orders, and manifest specifications.
- **Stock Verification:** Perform precise verification of stock quantities and count pallets before loading to ensure compliance with customer orders.
- **Manage Shipping Documents:** Prepare, generate, and manage all necessary paperwork, including shipping manifests, Bills of Lading (BOLs), and other relevant documentation, ensuring accurate documentation at all times.
- **Regulatory Compliance:** Ensure all loading and documentation practices comply with relevant regulatory requirements, including those related to hazardous materials and weight limits (if applicable).
- **Truck Inspection:** Conduct a thorough inspection of trucks for cleanliness, damage, and security before and after loading.
- **Coordination:** Coordinate effectively with drivers, warehouse staff, and other stakeholders to ensure smooth and timely dispatch of goods.
- **Pallet Management:** Position completed and checked pallets at the designated loading zones efficiently.
- **Security and Safety:** Ensure safe and efficient loading and unloading of cargo, verifying contents and condition. Make sure trucks are properly secured, loaded, and inspected before dispatch.



- **Safety Protocols:** Strictly follow all safety protocols and procedures to prevent accidents and injuries. This includes using proper lifting techniques and equipment to prevent injuries.
- **Hazard Identification:** Proactively identify and report potential hazards, such as spills, product damage, or equipment malfunctions.
- **Transporter Compliance:** Ensure that all transporters and drivers follow the company rules and regulations while on the premises.
- **Housekeeping:** Perform general housekeeping duties to maintain a clean and organized workspace, adhering to company quality and hygiene standards.
- **Equipment Maintenance:** Maintain warehouse equipment (e.g., pallet jacks, forklifts if applicable) and report any malfunctions immediately.
- **Adherence:** Comply with all company policies, procedures, and practices, and adhere to all health and safety policies and quality standards.

QUALIFICATIONS AND EXPERIENCE

- The ideal candidate will have Grade 12.
- At least 2 years Warehouse experience.
- Good communication skills.

WUTOW offers market related remuneration packages aligned with experience and qualifications. Applicants from previously disadvantaged groups and those living with disabilities are encouraged to apply. Interested applicant should apply using this link <https://www.wutow.com.na/vacancies/> Please ensure to include three traceable reference contacts. Only short listed will be contacted.