



Botswana's mining sector celebrates a major milestone with the official opening of **Tataki Mine**, a new, strategically significant operation backed by **GCR Group**. Positioned in one of the country's key mineral belts, Tataki Mine is set to become a cornerstone of sustainable economic growth, job creation and local development. The mine is now actively **recruiting** to fill a wide range of vacancies, the recruitment drive aims to empower communities and stimulate long-term economic participation.

Warehouse and Logistics Officer

Job Purpose

The position will be responsible for overseeing the efficient management of our warehouse operations, inventory control, logistics coordination and company fleet. The successful candidate will ensure that materials, equipment and vehicles are effectively managed to support operational requirements while maintaining compliance with company policies and safety standards.

Key Responsibilities

1. Warehouse Management

- Manage the day-to-day operations of the warehouse.
- Receive, inspect and record incoming materials, supplies and equipment.
- Maintain accurate inventory records and conduct regular stock counts.
- Ensure proper storage, handling and preservation of inventory items.
- Monitor stock levels and coordinate replenishment of materials.
- Prepare and issue materials and equipment to authorized personnel.
- Maintain a clean, organized and safe warehouse environment.

2. Logistics Coordination

- Coordinate the movement and delivery of materials, equipment and supplies.
- Plan and monitor transportation schedules to meet operational requirements.
- Liaise with suppliers, transport providers and internal departments regarding deliveries and collections.
- Ensure timely and cost-effective logistics operations.
- Maintain records of shipments, deliveries and logistics activities.

3. Fleet Management

- Oversee the utilization, maintenance and administration of the company fleet.
- Monitor vehicle servicing schedules, inspections, licensing and insurance requirements.
- Maintain accurate vehicle records, mileage logs and fuel consumption reports.
- Coordinate vehicle repairs and breakdown support.
- Monitor driver compliance with company policies and road safety regulations.
- Implement controls to optimize fleet efficiency and reduce operating costs.

4. Compliance and Reporting

- Ensure compliance with company policies, health and safety standards and applicable regulations.

- Prepare periodic inventory, logistics and fleet management reports.
- Investigate and report stock variances, losses, damages, or fleet incidents.
- Support internal and external audits relating to warehouse and fleet operations.

Requirements

- Diploma or Degree in Logistics, Supply Chain Management, Warehouse Management, Business Administration, or a related field.
- Minimum of Five (5) years' experience in warehouse, logistics, inventory, or fleet management.
- Experience using inventory management systems and Microsoft Office applications.
- Mining experience will be an added advantage.
- Valid driver's licence.

Skills

- Strong organizational, planning and record-keeping skills.
- Excellent communication and interpersonal abilities.
- Ability to work independently and manage multiple priorities.
- Knowledge of health, safety and warehouse best practices.

Suitably qualified candidates should forward their applications to **jobs@tatakimine.com**

Applicants are required to submit a detailed Curriculum Vitae, certified copies of relevant qualifications and the names and contact details of at least three traceable referees. Applications should be merged and in PDF format.

Closing Date: 21 June 2026.