



TRANSPORT ASSISTANT

Reports to: Financial Controller

Department: B2B Commercial

Duty Station: All stations

Job Summary

The Transport Assistant provides administrative and operational support to the transport function by ensuring timely processing of transport documentation, contractor freight invoices, transit loss claims, and delivery confirmations. The role supports effective transport operations through accurate record management, contractor account reconciliation, timely billing, and close coordination with transport contractors, customers, and internal stakeholders to ensure compliance with company procedures and service standards.

Key Deliverables

- Process transport contractor freight invoices accurately and within agreed timelines.
- Verify and reconcile proof of delivery (POD) documents received from customers.
- Maintain complete and accurate transport documentation records.
- Process transit loss claims and recoveries promptly.
- Monitor transport contractor account statements and outstanding balances.
- Prepare monthly transport contractor volume and earnings reports.
- Escalate customer complaints and document discrepancies for resolution.
- Support accurate transport cost reporting and accruals within SAP.
- Ensure compliance with transport documentation and financial control procedures.
- Maintain effective communication with transport contractors and internal stakeholders.

Expected Outcomes

- 100% of transport contractor invoices processed accurately and on time.
- Complete collection and filing of endorsed delivery documents.
- Timely invoicing and recovery of all valid transit loss claims.
- Accurate contractor account reconciliations with minimal outstanding balances.
- Reliable monthly transport performance and earnings reports.
- Improved document traceability and audit readiness.
- Reduced billing errors and payment delays.
- Timely escalation and resolution of delivery-related complaints.
- Compliance with company financial, operational, and HSSEQ procedures.

Qualifications

- Bachelor's Degree or Diploma in:
- Logistics and Supply Chain Management
- Business Administration
- Procurement and Logistics
- Accounting



- Commerce
- Or a related discipline.

Experience

- 2–3 years' experience in logistics, transport administration, supply chain, finance support, or operations.
- Experience working with transport contractors and freight documentation is an added advantage.
- Experience using ERP systems such as SAP is desirable.
- Experience in invoice processing and account reconciliation.

Knowledge

- Transport and logistics operations.
- Freight documentation and proof of delivery processes.
- Basic accounting and financial controls.
- Contractor invoice processing.
- Credit control and account reconciliation.
- SAP or other ERP systems.
- Microsoft Excel and Microsoft Office Suite.
- Document management practices.

Core Competencies

- Transport administration
- Invoice verification and processing
- SAP/ERP systems
- Data analysis and reporting
- Document control
- Financial reconciliation
- Spreadsheet proficiency
- Records management

Working Environment

- Office-based role with frequent interaction with transport contractors and operational teams.
- Regular use of SAP, Microsoft Excel, and transport management documentation.
- Requires handling large volumes of operational and financial documents.
- Occasional visits to transport yards, depots, or customer locations may be required.
- Fast-paced environment with strict operational and financial deadlines.