



neXgro is seeking to appoint a **Junior Logistics Coordinator** who will be responsible for providing administrative and operational support within a fast-paced logistics and supply chain environment. neXgro is a leading AgTech group delivering innovative, technology-driven solutions across the agricultural value chain, with a strong focus on transparency, traceability, and empowering producers.

The Group's head office is based in Krugersdorp, with the Logistics Coordinator position located in Potchefstroom. neXgro operates nationally through regional representatives, delivering integrated grain logistics, trading, and agricultural technology solutions to producers, traders, and food processors across South Africa.

## Key Responsibilities

- Coordinate loads from the point of loading through to offloading.
- Book loads with producers and offloading destinations.
- Allocate and distribute offloading reference numbers.
- Issue purchase orders and load confirmations for each load to all relevant stakeholders.
- Monitor and follow up on delivered loads on a daily basis.
- Track and manage all load-related delivery documentation.
- Ensure all planned loads are executed within a 48-hour turnaround period.
- Address and resolve all load-related queries efficiently.
- Update neXgro fleet truck information and delivery reference numbers daily on our load management system LMS (Logistic Management System) .
- Perform additional ad hoc duties as required.

## Desired Experience and Qualifications

- Completed Matric (Grade 12).

- Diploma or Degree in Business Administration, Supply Chain Management, or a related field.
- 1–3 years' experience within an agricultural environment will be beneficial.
- Customer service experience will be advantageous.
- Strong communication skills, including professional email etiquette and reporting.
- Proficiency in Microsoft Office applications (Excel, Word, etc.).
- Excellent time management skills with the ability to work under pressure and meet deadlines.

## **Personal Attributes**

- Highly motivated individual with the ability to perform effectively in a fast-paced and demanding environment.
- Strong administrative and problem-solving skills.
- Excellent interpersonal skills with the ability to build and maintain professional relationships.
- High level of professionalism, demonstrating integrity, discretion, and the ability to maintain confidentiality.
- Strong verbal and written communication skills, with above-average proficiency in both Afrikaans and English.

Interested applicants should send their resumes to: [recruitment@nexgro.co.za](mailto:recruitment@nexgro.co.za) before or on **6<sup>th</sup> February 2026**. Due to the large number of applications we receive, only shortlisted candidates will be contacted. If you have not had any response within two weeks, please consider your application unsuccessful.