



ARNOTOPCO

VACANCY: LOGISTICS COORDINATOR

**LOCATIONS: Arnot OpCo Coal Mine, Rietkuil, Mpumalanga (Pit 1A-
Opencast Coal Operation & Processing Plant)**

JOB PURPOSE:

The Logistics Coordinator is responsible for overseeing and managing all coal haulage logistics from Pit 1A to the Processing plant. This includes coordinating mobile crushing, truck dispatch, weighbridge compliance, ROM pad activities, and haul road maintenance. The role ensures efficient coal movement, optimal utilization of equipment, and compliance to health, safety, and environmental (HSE) requirements, while achieving production targets.

KEY RESPONSIBILITIES:

Transport and Haulage Co-ordination

- Schedule and dispatch trucks for hauling ROM coal from Pit 1A to the processing plant.
- Monitor truck cycle times (tare weigh-in → pit / product loading → gross weigh-in → ROM pad tipping).
- Ensure alignment of truck movements with monthly production targets.
- Resolve bottlenecks in loading, hauling, or tipping activities.



Contact us

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Head Office

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Weighbridge and Documentation

- Verify that each driver submits a **delivery note** (driver details, truck details, order number and destination).
- Ensure weighbridge clerks issue accurate tare and gross slips.
- Reconcile weighbridge slips with delivery notes and maintain proper records.
- Prepare hourly, daily, weekly, and monthly tonnage reconciliation reports.

Pit 1A Operations Co-ordination

- Oversee allocation of the four front-end loaders:
 - 1 feeding the mobile crusher.
 - 1 stockpiling crushed coal.
 - 2 loading trucks.
- Ensure stockpiling and truck loading are aligned with production requirements.
- Coordinate with spotters / stockyard controllers to ensure correct pile management and traffic flow.

ROM Pad and Stockyard Management

- Supervise the Spotters / Stockyard Controllers responsible for:
 - Traffic management at the ROM pad.
 - Tarpaulin operations (covering/sealing trucks).
 - Applying safety seals to loaded trucks.
 - Maintaining orderly stockpile management and loading sequence.



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Haul Road Management

- Monitor haul road conditions.
- Schedule and oversee **gravel road grading** and **dust suppression (water bowser)**.
- Ensure road conditions support safe and efficient haulage.

Compliance and Safety

- Enforce strict adherence to mine HSE standards for trucks, loaders, and road operations.
- Ensure proper PPE usage, load covering, and sealing of trucks.
- Monitor and report safety incidents, near misses, and road hazards.

Reporting and Communication

- Submit hourly, daily, weekly, and monthly logistics performance reports (trips, tonnages, cycle times, compliance).
- Maintain clear communication with pit supervisors, mobile crusher personnel, weighbridge clerks, stockyard controllers, and plant operators.
- Escalate breakdowns, delays, or safety risks to management immediately.

Skills and Competencies:

- Strong planning, scheduling, and coordination skills.
- Knowledge of coal haulage logistics, weighbridge systems (TrekScale), and mobile crushing operations.



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- Ability to lead and supervise frontline staff (stockyard controllers, drivers, loaders).
- Proficiency in Microsoft Excel
- Strong record-keeping and reconciliation skills.
- Excellent communication and problem-solving ability.
- Safety and compliance mindset.

Qualifications and Experience:

- Matric/Grade 12 and Diploma in Logistics / Supply Chain (essential).
- 3–5 years' experience in mining or logistics coordination (coal sector advantageous).
- Familiarity with side tipper haulage, ROM pad operations, and weighbridge procedures.
- Valid driver's license.

KEY PERFORMANCE INDICATORS (KPIs):

Production and Delivery

- ROM coal delivered vs. monthly target.

Truck Utilisation and Productivity

- Truck schedule vs. actual.
- Trips per day vs. planned schedule.
- Reduction in idle time at pit and ROM pad.



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Cycle Time and Turnaround

- Average truck cycle time (tare weigh-in → loading → gross weigh-in → tipping).
- Target: within agreed benchmark (e.g., ≤ 1,25hrs per cycle).

Road Maintenance and Availability

- Monitor scheduled gravel grading and dust suppression.
- Number of haulage delays due to poor road conditions.

Compliance and Safety

- 100% weighbridge compliance (all trucks weighed empty & loaded).
- 100% tarpaulin and safety seal application.
- Zero unreported safety incidents

Reporting Accuracy and Timeliness

- Accuracy of hourly/daily/weekly/monthly haulage reports.
- Reports submitted on time to management.

How to Apply:

Interested candidates are invited to submit their applications via email to recruitment@arnotopco.com by **11 September 2026**. Applications must include a detailed résumé, certified copies of qualifications and ID, as well as contactable references from previous employers. Applicants are requested to clearly indicate the vacancy title in the subject line of the



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email. Please note that incomplete documentation will not be considered.

Arnot OpCo is an equal opportunity employer.

Preference will be given to suitable candidates from the designated groups in line with the Company's Employment Equity Policy and internal candidates.

Pre-screening, on-mine assessments, medical examinations, and security clearance form part of the recruitment and selection process. Shortlisted candidates will be required to attend a panel interview. Preference will be given to Former Employees and candidates who reside within our host communities of Steve Tshwete Local Municipality (proof of residence may be requested) and have mining experience.

Employment of the successful candidate is subject to the abovementioned criteria.

If you have not heard from us within 30 days of the closing date, please regard your application as unsuccessful.



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