



VACANCY: EXECUTION PLANNER

About the Role

Bubbly Agent is seeking a proactive and highly organised Execution Planner to support the planning, coordination and execution of operational activities across the Operations, SHERQ, Fleet and Logistics functions, ensuring efficient task execution and service delivery.

Key Responsibilities

- Assist with the planning and coordination of operational activities.
- Support the execution and tracking of operational plans and tasks.
- Coordinate resources, including vehicles, equipment, and operational teams.
- Maintain operational schedules, trackers, and planning records.
- Support SHERQ processes through documentation control and compliance tracking.
- Compile operational reports and provide progress updates to management.
- Facilitate communication between Operations, Fleet, Logistics, and SHERQ teams.
- Monitor operational timelines and escalate delays or risks where necessary.

Minimum Requirements

- Diploma or Degree in Operations Management, Logistics, Business Administration or a related field.
- Minimum 2–3 years relevant experience in operations coordination, planning or support roles.
- Strong organisational and planning skills.
- Proficiency in Microsoft Office (Excel, Word and Outlook) & operational software systems.
- Good communication and reporting abilities.
- Drivers licence: Code B

Appointments will be made according to the company's policies.

Applicants are requested to submit a comprehensive Curriculum Vitae, accompanied by certified copies of their ID and qualifications. Certified copies must not be older than three (3) months.

Submit applications through hr@bubblyagent.co.za

• **Applicants must have a clean criminal record**

Note: Under our EE policy, first preference will be given to AFRICAN FEMALES.

Should you not receive any response from us within 30 days of the closing date, please consider your application unsuccessful.

Bubbly Agent reserves the right to make no appointments.

Closing Date: 24 March 2026 @12h00

NO LATE APPLICATIONS WILL BE ACCEPTED

OUR VALUES

