

Hillcrest, Durban, South
Africa
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Languages: English &
Afrikaans
License: Code 8
Availability: Immediately

Certificates: Level 3 TEFL

Skills:

- Logistics Coordination & Fleet Management
- Property Management & Compliance
- Virtual Administration & Scheduling
- Client Service & Communication
- Problem- Solving & Multitasking
- Document Management & Reporting
- Financial Administration & Invoicing
- Strong Organizational and Time Management Skills

Education:

Kloof High School
Matric Certificate, 2006

Stacey Lee Torrie

Professional Summary

A highly professional, organized, and versatile individual with over 10 years of experience across the logistics, property management, and operations sectors. Skilled in coordinating complex processes, managing client relationships, and maintaining high compliance standards. Proficient at working independently in fast-paced environments, with a strong passion for delivering top-tier service remotely.

Work Experience

Logistics Coordinator

Trident Refractory Specialist | Feb 2024 – Apr 2025

- Managed a fleet of 15 vehicles and drivers, overseeing licensing, servicing, and cross-border documentation.
- Ensured compliance for all vehicle operations, including forklifts and bobcats.
- Handled quoting, service arrangements, and general administrative duties.

Front of House Administrator

Cotswold Leisure Centre / Grimaldi's | Jun 2023 – Jan 2024

- Delivered exceptional customer service and maintained comprehensive product knowledge.
- Managed stock control and optimized operational time efficiency.

Operations Administrator (Property Management)

Spring Property Management | 2021 – Jun 2023

- Liaised with property owners and trustees regarding building management and maintenance.
- Arranged contractor appointments, sourced quotes, and managed claims and compliance documentation.

Warehouse Supervisor

Pronto Services | 2019 – 2020

- Led warehouse operations, including stock takes, loading/off-

loading management, and Hazchem protocol compliance.

Operations & Accounts Coordinator

Reliable Freight Solutions | 2015 – 2019

- Organized collections, deliveries, and invoicing while managing claims, staff wages, and marketing activities.

Food & Beverage Manager

Shongweni Polo Pony | 2013 – 2015

- Supervised front and back of house operations, managed stock, maintained health & safety standards, and organized events.

Motto

"Dream big dreams — they inspire you to grow, push harder, and become stronger."