

vacancy

WE ARE HIRING!!

Receptionist / Office Administrator

Duty Station: Ondangwa

Job Description:

We are looking for a friendly and welcoming Receptionist to join our growing company. You will greet clients and visitors when they arrive at the office and determine the reason for their visit. Other job duties include answering phones and emails, entering information into our database, organizing files, and making copies. You will also monitor the inventory of office supplies and order more when necessary. We prefer candidates who are residing in and around Ondangwa who have some experience in an administrative role, but we are willing to train the right person.

Duties and Responsibilities:

- Make travel arrangements for staff
- Oversee mail deliveries, packages, and couriers
- Purchase, track, and invoice office supplies for each department
- Answer phone inquiries and provide basic company information
- Monitor front desk and comply with all security procedures for visitors
- Perform clerical duties, take memos, maintain files, and organize documents
- Assist in planning company events, meetings, luncheons, and employee team building activities
- Set up, break down, organize, and maintain conference rooms, training rooms, and meeting rooms

Requirements and Qualifications

- Minimum Grade 12 Certificate (Higher Qualifications will be beneficial)
- Prior administrative or clerical experience preferred
- Proficient with Microsoft Office Suite (Word, PowerPoint, and Excel)
- Highly organized multitasker who works well in a fast-paced environment
- Excellent time management and communication skills
- Willingness to learn and to grow with the company
- Preferably over the age of 26 with a drivers licence (Code B)

Interested candidates should email their CV's & supporting documents to: wanaengineering@iway.na

Closing Date: 17th August 2021 - Only shortlisted candidates will be contacted.