

ADMIN ASSISTANT (Relief – Reception)

PROCESSING PLANT / ADMIN

Namib Poultry (Pty) Ltd is a fully integrated broiler production operation established in 2012 and situated 30 km north of Windhoek on the A1 Highway on the farm Klein Okapuka.

Namib Poultry (Pty) Ltd is an equal opportunity employer with the following vacancy available at our state-of-the-art Processing Plant. Interested and suitably qualified candidates as well as candidates from the designated groups are invited to apply.

PRIMARY PURPOSE OF THE POSITION

Front-office reception, Handling of in-coming telephone calls and general office administrative functions. (Switchboard Operator/Receptionist/Admin Clerk - Relief)

KEY FUNCTIONS AND RESPONSIBILITIES

- **Switchboard Function**
 - Receive all incoming calls and re-direct same to appropriate extensions
 - Ensure timeous communication and/or distribution of messages, faxes, parcels and inter-office mail
 - Maintain internal register of contact details and extension numbers
- **Front office reception**
 - Access control and housekeeping of Front-office Reception area
 - Receive and direct visitors appropriately
- **Data capturing and processing**
 - Process Weekly Clocking's Report
- **Petty Cash, Stationery and Refreshments**
 - Issue of petty cash monies with corresponding voucher signed for Issue / Stock Control of office stationary
 - Issue of refreshments for Admin Office and Boardrooms
- **Duty Driver**
 - Co-ordinate Duty Driver's Daily Delivery and Collection Schedule
- **General**
 - Maintain Boardroom booking diaries
 - Preparation of Boardrooms for scheduled meetings (setting-up and refreshments)
 - Relief function for Telesales as and when required
 - Assist with general administrative tasks in other departments as and when required

MINIMUM QUALIFICATION AND EXPERIENCE

- Grade 12 (NQF 4).
- Two (2) years' previous switchboard/reception work experience.
- Three (3) year's general office administration will be an advantage.
- Fully computer literate. (All MS Office Suites with advanced Excel)
- Namibian citizen.
- Highly Proficient in written and spoken English and Afrikaans, 3rd language will be an advantage.
- Valid Code BE driver's license & own reliable transport.

The company offers a competitive salary and market related employee benefits. Candidates who qualify for above position, should send a short CV to the HR department.

Email: HRsalaries@npi.com.na

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS,
NO DOCUMENTS WILL BE RETURNED.**

CLOSING DATE FOR APPLICATIONS: 07th of February 2020



NAMIB POULTRY
BECAUSE YOU DESERVE BETTER