

## **ADMIN ASSISTANT: 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 incoming 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 the same to appropriate extensions.  
Ensure timeous communication and/or distribution of messages, faxes, parcels, and inter-office mail.  
Maintain an internal register of contact details and extension numbers.
- **Front office reception**  
Access control and housekeeping of the 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 the corresponding voucher signed for  
Issue / Stock Control of office stationery  
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 of 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 being bilingual will be an added advantage.
- Valid Code BE driver's license & own reliable transport.

The company offers a competitive salary and market-related employee benefits.

Previously Disadvantaged Namibians (PDN) and women are encouraged to apply.

Candidates who qualify for the above position should send a short CV to the HR department.

Email: [HRSalaries@npi.com.na](mailto:HRSalaries@npi.com.na)

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

**THE SUBJECT LINE FOR APPLICATIONS SHOULD BE: ADMIN ASSISTANT: RECEPTION**  
**ONLY APPLICATIONS WITH THIS SUBJECT LINE WILL BE CONSIDERED.**

**CLOSING DATE FOR APPLICATIONS: 26<sup>TH</sup> OF NOVEMBER 2023**