



VACANCY NOTICE

Namibia Diamond Trading Company (Pty) Limited is an Equal Opportunity Employer.

NDTC (Pty) Ltd, a Diamond Sorting, Valuation & Distribution Company, has growth opportunities for Namibian Citizens or Permanent Residence Permit holders for the following positions:

OFFICE ADMINISTRATOR: OPERATIONS

Suitably qualified applicants are invited to forward their applications for the position of Office Administrator, which is in the Operations Department, and reports to the Senior Manager Operations.

MAIN PURPOSE OF THE JOB AND KEY OUTPUTS:

Provides confidential secretarial, administrative, and general office duties and assistance.

THE MAIN RESPONSIBILITIES OF THE OFFICE ADMINISTRATOR WILL BE AS FOLLOWS:

- Provision of quality reception services to staff, visitors, and stakeholders
- Handling of all incoming and outgoing calls for the Senior Manager Operations.
- Enhance the capacity of Operations Office administration through provision of support services
- General office management for the Operations Department and Senior Manager Operations.
- Responsible for the Department's travel arrangements.
- Handles the bookings for the meeting venues
- The supervision of the General Workers.
- Processing and administration of all stationery, staff dietary and other orders.

THE PROSPECTIVE APPLICANTS SHOULD COMPLY WITH THE FOLLOWING CRITERIA:

- A pass in Grade 12.
- A National certificate in Secretarial or Business Administration or equivalent would serve as an advantage.
- 5 years executive secretarial experience.

- Should have attended various secretarial and frontline courses.
- Excellent working knowledge of Microsoft Office Package.
- Adaptability – demonstration of flexibility in face of change and positive demeanor regardless of change in working conditions.
- Organisation – the ability to manage own work and time effectively; effective management of workspace; balancing conflicting priorities in order to manage workflows, ensure critical projects are completed and meets critical deadlines.
- Proactivity – the ability to foresee problems and prevent them by taking appropriate action and utilizing analytical skills and broad business understanding to effectively interpret anticipated needs.
- The ability and confidence to communicate clearly, accurately, and effectively – both verbally and written.
- The ability and interpersonal skills to establish confident, effective working relationships and always interact professionally.
- The ability to record, check over and proof-read correspondence, invoices, presentations, brochures, publications, reports and other relevant material.
- The ability to record and prepare minutes of meetings.
- The ability to set up and uphold manual and automated information filing systems.
- The ability to use digital Enterprise Resource Planning systems, e.g., SAP

As part of the screening process, short-listed candidates will be subjected to a general medical, competence, integrity assessments and security clearance.

Previously disadvantaged and persons living with disabilities are encouraged to apply.

Prospective applicants are invited to forward letters of application, together with detailed curriculum vitae and supporting documents.

SUBMIT THE APPLICATION WITH SUITABLY CERTIFIED DOCUMENTATION TO:

Email: recruitment@seventy7consulting.com
PO Box 23316, Windhoek
Contact no.: 081 442 3206
Contact person: Karolina Namawe

Preference will be given to Namibian citizens and designated persons as prescribed by the Namibian Affirmative Action Act.

Only shortlisted candidates will be contacted for an interview and shall be subjected to further assessments i.e. general medical, competence, integrity tests and a security clearance.

CLOSING DATE FOR APPLICATIONS: 30 OCTOBER 2022