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## Vacancy: Receptionist and Administration Support (x1)

The Namibia Biomass industry Group (N-BiG) <https://www.n-big.org/> is looking for a full-time Receptionist and Administrative Support to assist our daily office activities. A 22-month contract with the possibility for renewal is available. The position is based in Windhoek, but business travels may occur occasionally.

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### Key Performance Areas:

- 1) Manage, monitor, and responsible for general maintenance of reception area
- 2) Attend to and direct incoming calls in a prompt, professional, and courteous manner.
- 3) Manage office voicemail and distribute messages.
- 4) Attend to all visitors, answers queries, and direct to meeting rooms, or connect them with staff members.
- 5) Support the management of petty cash, cash books, filling and report compiling
- 6) General office procurement.
- 7) Support the administration of new and existing members
- 8) Support communication with members, associates, and other stakeholders.
- 9) Manage the scheduling and preparation of meetings, workshops, and events.
- 10) Manage travel arrangements for project staff and visitors.
- 11) Support the preparation of technical missions to the region, prepare itineraries, and render logistical support to such missions.
- 12) Organize and maintain administrative systems.
- 13) Perform other duties as assigned by the Chief Executive Officer.

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### Requirements:

- Grade 12 as a minimum qualification
- An administrative/office administration or relevant qualification will be an added advantage
- Minimum of 3 years' experience within an administrative/office reception environment
- Computer literacy (MS Office Package)
- Excellent communication skills in English and Afrikaans (both written and verbal)
- A valid Driver's License is a must.
- Experience working with donor projects.
- Excellent communication, interpersonal and cultural sensitivity abilities.
- Flexibility and ability to travel out of town to remote communities if needed.

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### Competencies

- Good organizational skills and ability to handle tasks in an effective, efficient and timely manner.
- High level of professional reliability
- Ability to interact professionally and courteously
- Ability to write in a clear and concise manner
- Excellent communication skills in English (both written and verbal)
- Professional, well-organized, able to handle pressure, and trustworthy

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- Excellent e-mail and telephone etiquette
- Excellent people skills with a high focus on customer service
- Must be able to work independently and accurately and maintain a high level of confidentiality and professional demeanor
- Proficiency in another local language will be considered an advantage.

### **Application & Deadline**

Qualified Individuals can e-mail their CV and motivation letter to [k.amutenya@n-big.org](mailto:k.amutenya@n-big.org) with email subject line: "Reception and Administration Support" by close of business **Monday, 21 Feb 2022**