



VACANCY

RECEPTIONIST B2

To perform/execute reception, secretarial and administrative duties at the reception area of the Agency.

Purpose of the Job

Create the first and best impression to guests and visitors at the reception by compassionately greeting all incoming guests, visitors and members and helping them with directions or any appropriate information that they need while maintaining high level of company confidentiality, as well as answering phone calls in a polite tone and re-directing calls to respective departments and performing various front desk duties including filing, handling and re-directing mail, etc

Key Responsibilities:

- answering incoming telephone calls and forwarding the calls to appropriate personnel and departments.
- greeting and receiving visitors, guests and members of the public determining the nature and purpose of visits and providing appropriate information
- directing and escorting visitors, guests, and members of the public to appropriate persons or departments or waiting rooms.
- monitoring visitors' access and ensuring visitor's signature in the visitor's logbook.
- collecting, sorting, distributing, and preparing correspondence, mail, messages, and courier deliveries.
- scheduling appointments, maintaining & updating calendars, reminding respective personnel from the different appointments.
- Booking accommodation and Travels arrangement for personnels
- supporting the newsroom in making copies, sending faxes out of the newsroom, and receiving faxes for the newsroom

Competency Requirements:

- Ability to build positive relationships with high level of interpersonal skills.
- Excellent talent to interact with people in a positive and courteous manner.
- Strong written and verbal communication skills.
- Good interpersonal and customer service orientation.
- Good computer skills
- Self-Starter

Education and Experience Requirements:

- Grade 12 Certificate, Diploma in Secretarial will be added as advantage.
- Two (2) years relevant experience as a receptionist

- One year in Officer environment will be added as advantage.

Closing Date of Application: 27 September 2023

Interested candidates should forward their comprehensive CV to hr@nampa.org

Or hand deliver at Corner of Keller and Eugene Marais Street, (opposite National library/achieve), Windhoek.

Only short-listed candidates will be contacted. No documents will be returned.