Here's your chance to make a mark.

Rio Tinto is a leading international mining group, headquartered in the UK. Rio Tinto's business is finding, mining and processing mineral resources. Major products are aluminium, copper, diamonds, energy (coal and uranium), gold, industrial minerals (borax, titanium dioxide, salt, talc) and iron ore. Activities span the world but are strongly represented in Australia and North America with businesses in South America, Asia, Europe and Southern Africa.

As part of the Rio Tinto Group, we are dedicated to leading edge environmental, health, safety, community and competitive employment standards. We are focused on advancing our mining and metallurgical technology and being an innovative supplier of a clean, environmentally friendly energy source to approved electricity generators worldwide.

rossing.com
rossingfoundation.com

As per the Affirmative Action (Employment) Act, Act 29 of 1998; Namibian Citizens from historically disadvantaged groups, especially women and people living with disabilities, will enjoy preferential treatment.

Only short-listed candidates will be contacted.

Administrator

A vacancy exists for an Administrator. Reporting to the Human Resources Specialist, the successful candidate will be responsible for providing professional administrative support to the Company and will be based at the Corporate office. He/she will also be responsible for effectively and efficiently overseeing multiple tasks with a high level of confidentiality.

Key performance areas

- Maintain Rio Tinto Health, Safety and Enviromental standards
- Customer Service
- Travel arrangements, bookings and reservations
- Office management and administration

Minimum requirements

- Grade 12 certificate, 20 points and an E symbol in English
- A two year Secretarial/ Administrative Diploma or Certificate
- Three years' Administrative or Personal Assistant experience
- Mining experience will be an added advantage
- Code BE driver's licence

To apply

Please submit your curriculum vitae and certified copies of qualifications with a cover letter to: The HR Adviser: Engineering and Services, Rössing Uranium Limited, Private Bag 5005, Swakopmund. Tel: +264 64 520 2561, e-mail: rul.recruitment@riotinto.com

Closing date for applications is 5 June 2015.

Learn more about Rössing:
Reports & Research
www.rossing.com

RioTinto
Rössing Uranium
Working for Namibia