

Office Assistant: Windhoek

A vacancy exists for an Office Assistant, reporting to the Executive Director at the Rössing Foundation. The successful candidate will oversee and handle organizational and clerical support tasks such as, organizing files, scheduling appointments, ensure continuous stock of office materials and ensure that the workplace is neat and clean for visitors or clients of the Foundation.

Key performance areas

- Providing quality secretarial, clerical, administrative, and project-related support to the Executive Director, with a high level of confidentiality.
- Establishing a suitable record system/database; maintaining comprehensive and accurate records and database systems and looking for ways to improve current systems.
- Acting as the point of contact between the Executive director and visitors, employees, clients, and other stakeholders and screening them against diary priorities.
- Tracking stocks of office supplies and placing orders when necessary.
- Supporting budgeting and bookkeeping procedures.
- Managing agendas, travel plans, and appointments for the Executive Director.

Minimum requirements

- A National Diploma in Office Management, Office Administration, Office Management, or a related field
- Three (3) years of relevant experience in an administrative support environment or field.

Core Competencies

- Financial procedures.
- Microsoft Office Suite.
- Administrative procedures.
- Record keeping procedures.
- Meeting management procedures.
- Organized.

To apply

- Go to:
- <https://career2.successfactors.eu/sfcareer/jobreqcareer?jobId=946&company=rssinguran>
- First time applicants select “new user” and register, then apply
- Registered users’ login and apply

Preference is given to candidates from designated groups in line with Company policy on employment equity.

Application closing date – 2 December 2022