



*Swakop Uranium, a Namibian world class uranium mining company, invites people who are self-motivated, energetic and wish to work in a High Performance Culture environment, to apply for the following role.*

## **Administrative Clerk: SCM**

**Location: Husab Site**

**Reports to the HOD Supply Chain Management**

### **MAIN PURPOSE OF JOB**

*To assist in maintain an efficient integrated data management system for Supply Chain Management (SCM) in order to assist in the smooth running of the office of the Head of Department at Swakop Uranium (SU), by providing administrative, secretarial and clerical support to the SCM Management team.*

### **Key Performance Areas:**

- Receives and screens incoming phone calls and takes and distributes messages on behalf of management.
- Screens queries and vets requests for appointments, re-directs enquiries and personally resolve queries where possible.
- Drafts routine correspondence for manager's signature.
- Updates manager's diary, schedules meetings and appointments and prepares weekly/monthly programme for approval.
- Retrieves and/or compiles necessary documentation for manager prior to meetings.
- Assist to plan, prepare and arrange functions when required.
- Takes minutes for approval and distributes to necessary parties.
- Makes local and international travel arrangements for management and visitors.
- Maintains PC file backup and Share Drive data and referencing systems for secure and efficient location and retrieval of documents on request.
- Performs departmental/HOD specific clerical/administrative duties and maintains systems in accordance with applicable procedures and set standards.
- Develops and maintains department and confidential filing systems and files.
- Maintains leave applications records and updates leave rosters.
- Maintains office stationary and consumable stock levels and issue stock where necessary.
- Co-ordinate messenger/ driver services to ensure timeous delivery of documents.
- Establish and maintain effective working relationships with colleagues both in own department and in the broader company..
- Adhere to all laid down Health, Safety, Security, Environment and Radiation policies and procedures.

### **Requirements and experience:**

- Grade 12 with Typing and Shorthand.
- Office Administration Diploma or Secretarial qualification will be a distinct advantage.
- General office administration experience of 3-5 years.
- Experience in Commercial Contracts,
- Sound planning and organizing experience.
- Valid Code B Drivers' License.

*Through its commitment to its people, the company offers a competitive remuneration package and the opportunity to work alongside some of the most experienced and dedicated people in the industry.*

Send your cv's and other relevant documents to [recruitment@cgnpc.com.cn](mailto:recruitment@cgnpc.com.cn) by **28 July 2017**.

*Previously disadvantaged Namibians are encouraged to apply.*

**Clearly indicate the position you are applying for as well as your name and surname in the subject line of your application email.**

**Applications received that do not meet the criteria will not be considered.**

**Only shortlisted candidates will be contacted within two weeks of the closing date of this advertisement and no documents will be returned.**