



*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.*

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## **Administrative Clerk: SQE**

**Location: Husab Site  
Reports to the HOD SQE**

### **MAIN PURPOSE OF JOB**

*To support the SSHR department in all administrative and clerical functions in order to facilitate the smooth running of the office by providing administrative, secretarial and clerical support.*

### **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 years.
- Sound planning and organizing experience.
- Valid Code B Drivers' License.

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*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.***