



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.

Management Secretary

Location: Husab Mine
Reports to the Head of Department – Finance

MAIN PURPOSE OF JOB

To provide administrative, secretarial and clerical support to management of the Finance Department to ensure effective management and efficiencies of the Department.

Key Performance Areas:

- General office administration, including maintenance of physical and electronic records.
- Document filing, retrieval, security and protection.
- Stock control and issuing of stationery, cleaning materials and refreshments.
- Manage diary of Supervisor.
- Monitors stock levels and orders supplies when needed.
- Prepares and types correspondence, documents and reports as requested.
- Assists to plan, prepares and arranges functions/meetings when required.
- Takes minutes and circulates finalized minutes for approval.
- Co-ordinates travel and accommodation arrangements for management and visitors.
- Takes and distributes messages for management, whilst screening all messages in terms of urgency.
- Co-ordinates messenger/driver services to ensure timeous delivery of documents, etc.
- Assist CFO and HOD-Finance with any other duties as required.
- Adheres to all laid down SHERQ related standards, procedures, rules, regulations and statutory requirements.

Requirements and experience:

- Grade 12 (20 points) with computer science, key board and word processing.
- Certificate in Office Administration or Secretarial qualification will be an added advantage.
- 3 - 5 Years' experience in office administration environment.
- Sound planning and organizing experience.
- Experience in document control and filing.
- Valid Code B/BE Driver's 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 by **27 October 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.