

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.

INTERNAL VACANCY (SU EMPLOYEES ONLY!!!)

Receptionist

Location: Husab Tower

Reports to the Superintendent: Admin & Public Relations

MAIN PURPOSE OF JOB

Manning the Husab Tower front office, receiving and directing visitors. Providing effective receptionist, clerical and office administration services to ensure efficient operation of the Office of the Company and Human Resources department.

Key Performance Areas:

- Receives and direct visitors and employees at the Husab Tower.
- Keeps register of all office keys and assigns them as and when required.
- Opens and distributes incoming and electronic mail and coordinates the flow of mail internally from and to other departments.
- Receives, checks and screens all letters, correspondence and documents and ensures all are correctly distributed to the relevant persons/departments.
- Assists with permit and visa arrangements for staff and visitors upon request.
- Prepares and verifies coding for invoices and expense claims as and when required.
- Switchboard management, answering and directing phone calls in a professional manner.
- Assists with all logistics for high official visits.
- Assists in conducting periodic inspections of the office building to ensure compliance with maintenance requirements and the proper upkeep of the property.
- Ensures that the office building is properly maintained and kept up to date and where required arrange for maintenance.
- Maintains an efficient and confidential filing and record keeping systems for the safekeeping of all processed and various documentation.
- Assists the Human Resources department with recruitment related activities, such as receiving applications for employment.
- Assists with documentation of new employee sign on.

Requirements and experience:

- Grade 12 with (20 points) and a Certificate in Office or Business Administration or Secretarial Diploma.
- At least 2 years' experience in front line office management and office administration.
- Good communication skills and able to show professionalism.
- Basic understanding of official protocols.
- Sound telephone etiquette and able to accurately answer and direct calls.
- Administrative skills and able to coordinate activities related to the cleaning of office space and ordering of consumables.
- Able to receive official correspondence on behalf of the Company.
- Computer literate.
- Code 08 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.

*Interested persons should submit their CV and relevant supporting documents to recruitment@cgnpc.com.cn by **27 August 2019**.*

Previously disadvantaged Namibians meeting the above criteria 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 these 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.