

POSITION: RECEPTIONIST
DUTY STATION: HEAD OFFICE - OTJIWARONGO
PATTERSON GRADE: B2

PURPOSE

To manage the switchboard and assist with administrative tasks.

KEY PERFORMANCE AREA:

- Answer and screen all incoming calls in a courteous and efficient manner.
- Assist visitors or direct/refer them to respective personnel.
- Takes messages for personnel who are away from their desk.
- Sort and distribute mail.
- Receives, sending out and distribute parcel deliveries.
- Receive and sending out of faxes.
- Records all incoming mails.
- Maintains Confidentiality of sensitive information.
- Assist secretary with arranging of travel itinerary and accommodation bookings.
- Assist personnel with outgoing calls if need be.
- Supervise front and CEO's offices cleaning.
- Assist Admin clerk with administrative duties as required.
- Handling of the petty cash.
- Supports and creates sound working relationships with co-workers / team members to resolve problems.
- Active participation and contribution towards effective working relationships.
- Initiate ways to improve relationships with co-workers.
- Performs any tasks as may be directed by the Senior Administration Officer from time to time.

MINIMUM REQUIREMENTS:

- Grade 12 with 20 points in five subjects.
- Two years customer care services and administrative duties.

SKILL AND ABILITIES:

- Good communication skills.
- Strong administrative skills.
- Good telephone etiquette.
- Writing and reading skills.

Company Registration no: 2003/0153

Directors: K. P Iyambo (Chairperson), A. Howoseb (Deputy Chairperson), F. Mbango (Chief Executive Officer)
A. Barlow, V. Gabriel, T. Lungameni, M. Mbakera, F. K. Kamati, A. Tjitombo, G. U Hoko
B-O Mapoha (Legal Compliance Officer/Company Secretary)

Shareholders: Tsumeb Municipality, Grootfontein Municipality, Otjiwarongo Municipality, Outjo Municipality, Khorixas Town Council, Okakarara Town Council, Otavi Town Council, Kamanjab Village Council, Otjozondjupa Regional Council, Kunene Regional Council, Oshikoto Regional Council, NamPower, Okahandja Municipality



KNOWLEDGE:

- Extensive knowledge of business English, spelling punctuation and arithmetic.
- Knowledge of office practices and procedures.
- Computer literate.

Documents to be attached: Cover letter, recently certified copies of identity document, relevant qualifications & work testimonials together with a detailed curriculum vitae.

CENORED is an equal opportunity Employer and Previously Disadvantaged People are encouraged to apply.

Interested and qualified applicants are required to submit their applications to:

Human Capital Section

P. O. Box 560

Otjiwarongo

Or Email: hr@cenored.com.na Or Hand Deliver their applications accordingly.

Closing Date: Friday, 06th September 2024 @ 16h30