



VACANCY: SALES OFFICE ADMINISTRATOR

We are looking for a Sales Office Administrator to join our tribe!

This position will be responsible to organize and coordinate administration duties and office procedures within the sales tribe. The position is Windhoek based at our headquarters.

Responsibilities include but are not limited to:

- Assist Sales department with availability checks.
- Assist Sales department with filing (create and update electronic and physical records of each booking file from a complete front page to booking confirmations)
- Assist the sales team with the trip organization as required such as requesting & booking accommodation, securing rental transportation, activities etc.
- Yield management of such above mentioned bookings – release & reconfirm bookings timeously (including Ultimate Safaris services).
- Cross check booking confirmations to ensure there are no discrepancies with services booked as well as amounts invoiced.
- Assist with admin recording of debt management.
- Maintain relationship with key persons both internally and externally.
- Provide support to the sale team (mentors and mentees) as well as sales & marketing as needed.
- Assist with preparation of all guest documentation as needed for the Enriching department (complete front page, detailed itineraries, and all other relevant documents as required).
- Assist with any other tasks as required by management.

Requirements:

- Must be a Namibian citizen or permanent resident.
- Drivers license would be of an advantage.
- Experience in the Hospitality Industry would be of advantage.
- Must have excellent knowledge of MS programs.
- Excellent spoken and written English, which includes telephone manners.
- Strong ethics and reliability.
- Outstanding organizational and time-management abilities.

Packages:

- Market related salary
- Pension contributions
- Long Service Awards (14th Cheques)
- Performance based annual bonus (13th Cheques)

Please send your CV, including a photograph of yourself with an application letter and contactable references and supporting documents to manfred@ultimatesafaris.na
Closing dates for applications is Friday, 13 June 2025 - only short-listed candidates will be contacted.