



VACANCY

LODGE ADMINISTRATOR

We are looking for a Lodge Administrator to join our tribe!

This position will be responsible for all general administration and will assist in all departments at Onduli Ridge in the Damaraland Area.

Responsibilities include but are not limited to:

- Responsible for placing orders with the procurement department, ensuring effective stock management and informing head office of maintenance consumables.
- Responsible for receiving all telephone calls in a professional manner and effectively sharing information with the various operational departments.
- Petty cash reconciliation
- Update guest feedback reports, transcribing of meeting minutes, manage flight delays and guest pick-ups.
- Assist with staff uniforms orders, curio sales as well coordinate spa treatment bookings.
- Assist with HR documents as required and compile weekly staff movements lists.
- Update lodge managers with daily guest movements and changes.
- Compile truck report and prepare waybills.
- Assist management with guest relations as well as other allocated tasks.

Requirements:

- Must be a Namibian Citizen or Permanent Resident.
- Valid driver's license B with PDP.
- At least 3 years' proven experience as an Office Administrator or similar position.
- Relevant tertiary education would be of advantage.
- Excellent spoken and written. An additional language would be advantageous.
- Proficient in MS Office; knowledge of Tallorder would be considered an advantage.
- First Aid Certificate would be of advantages.
- Attention to detail, excellent organizational skills, good communication skills and outstanding hosting skills are essential to this position.
- Strong ethics and reliability.
- Position requires long and flexible working hours.

Packages:

- Market related salaries which include.
 - Medical aid contributions
 - Pension contributions
 - Long service awards (14th cheques)
 - Performance based annual bonus (13th Cheques)
- Accommodation, laundry & meals are included for this position.

Please send your CV, including a photograph of yourself with an application letter and contactable references, supporting documents to HR@ultimatesafaris.na

Closing date for applications is Monday 12 May 2025
Only short-listed candidates will be contacted!