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## VACANCY

### ASSISTANT LODGE MANAGER

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We are looking for an ASSISTANT LODGE MANAGER to join our tribe!  
This position will be responsible for assisting the Manager with the day to day running of our luxury lodge, Onduli Ridge in the Damaraland Area.

**Responsibilities include but are not limited to:**

- Assist with all day to day running of the lodge.
- Assist with maintaining high standards and ensure SOPs are enforced at all times.
- Hosting of guests and ensure all their expectations are exceeded.
- Responsible for all daily, weekly and monthly administration is done and submitted on time.
- Assist with planning and placing of orders for weekly deliveries and the controls on delivery.
- Assist with strict stock control as well as quality control in all aspects of the lodge.
- Work closely with Conservancy and ensure the relationship is maintained at all times.

**Requirements:**

- Must be a Namibian Citizen or Permanent Resident.
- Must have a drivers license with PDP.
- At least 5 years proven experience in remote luxury lodge management.
- Relevant tertiary education would be of advantage.
- Business level English - 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 (14<sup>th</sup> cheques)
  - Performance based annual bonus (13<sup>th</sup> 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](mailto:HR@ultimatesafaris.na)

Closing date for applications is Tuesday, 15 July 2025.  
Only short-listed candidates will be contacted!