



VACANCY

HOST

We are looking for a **HOST** to join our tribe!

This position shall work closely with Manager to ensure efficient operations at our Guesthouse in Windhoek.

Responsibilities include but are not limited to:

- Responsible for all check-ins and check-outs of guests.
- Actively host and care for guests during their entire stay.
- Be present during meal times and ensure smooth running of service.
- Coordinate employees to ensure guests requests are exceeded.
- Assist with all day-to-day operations of the guesthouse.
- Maintain high standards of service and ensure that SOPs are adhered to at all times.
- Assist management with all daily, weekly and monthly administration.

Requirements:

- Must be a Namibian Citizen or Permanent Resident.
- Driver's license would be of an advantage.
- At least 2 years proven experience in luxury accommodation management.
- A Diploma in Hospitality and Tourism Management would an advantage.
- Business level English - spoken and written. An additional language would be advantageous.
- 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)

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, 18 August 2025.

Only short-listed candidates will be contacted!