



VACANCY

ASSISTANT MANAGER

We are looking for an ASSISTANT MANAGER 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:

- Assist with all day-to-day operations of the guesthouse.
- Assist with maintaining high standards and ensure that SOPs are adhered to 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 guesthouse.
- Assist with employee management and monthly reports for the operations manager.

Requirements:

- Must be a Namibian Citizen or Permanent Resident.
- Driver's license with PDP would be of an advantage.
- At least 5 years proven experience in luxury accommodation management.
- A Diploma in Hospitality and Tourism Management would be an 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 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, 28 July 2025.

Only short-listed candidates will be contacted!