

## **Vacancy at N/a'an Ku Sê Wildlife Experience - N/a'an Ku Sê Lodge**

An exciting and challenging opportunity is available for a **Receptionist** to join our team. The successful incumbent will be based at the N/a'an Ku Se Lodge, Farm Frauenstein No. 277, Khomas District, Windhoek, Namibia.

### **Overview**

We are seeking a professional and personable Receptionist to join our team. The ideal candidate will be the first point of contact for our organisation, providing excellent customer service and administrative support. This role requires strong communication skills, a positive attitude, and the ability to manage multiple tasks efficiently.

### **Main responsibilities (but not limited to):**

- Greet and welcome visitors in a friendly and professional manner
- Answer, screen, and forward incoming phone calls
- Maintain the reception area, ensuring it is tidy and presentable
- Handle incoming and outgoing mail, packages, and deliveries
- Assist with scheduling and coordinating appointments and meetings
- Provide general administrative support to various departments as needed
- Maintain and update records and databases
- Perform other clerical duties such as filing and photocopying

### **Job requirements and skills:**

We are looking for a candidate with 2+ years of Reception experience who meets the following requirements:

- Excellent verbal and written communication skills
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Strong organizational and multitasking abilities
- Friendly and professional demeanor
- High school diploma or equivalent; additional certification in Office Management is a plus
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### **Remuneration:**

- A competitive salary package coherent to experience and qualification
- Meals and accommodation are provided at the sites
- Membership of the Naankuse Medical Aid Group at own cost

**Closing date for applications:** 19 July 2024

To apply for this position, please email your CV to [jobs1@naankuse.com](mailto:jobs1@naankuse.com). Please note that we are an eco-friendly and paperless company, therefore hand-delivered CVs will not be accepted.

The reference should be **Reception at Naankuse Lodge**



N/a'a ku sê Wildlife Experience

PO Box 99292, Windhoek - 10005  
No. 2 Chapman Street, Klein Windhoek, Namibia

Tel: + 264 (0) 61 22 88 69  
Email: [info@naankuse.com](mailto:info@naankuse.com)  
Website: [www.naankuse.com](http://www.naankuse.com)  
Company Registration: 2008/059

CVs with incorrect subject lines will not be considered.

Only short-listed candidates will be contacted.



[www.naankuse.com](http://www.naankuse.com)

N/a'an ku sê Lodge & Wildlife Sanctuary | Utopia Boutique Hotel | Bush Camp | Neuras Wine and Wildlife Estate | Kanaan Desert Retreat | TimBila Safari Lodge  
TimBila Private Villa | TimBila Camp Namibia | TimBila Farmstead | Harnas Guest Farm | Rooster & Co. Restaurant

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Directors: Dr. Rudie van Vuuren / Marlice van Vuuren / Jan Verburg / Jannes Brandt