

EMERALDSAND PLATFORMS HOLDINGS

ESP, an equal opportunity employer, has the following vacancy for a dynamic and energetic person with Namibian citizenship.

Job purpose

To provide personal assistance to the Executive Director by providing typing, administrative and organising support and services and to co-ordinate their daily activities to ensure the smooth running of the Executive Office and general administrative support to Management Team.

Minimum Qualifications, Knowledge, Education & Experience

- 3-Year Secretarial Diploma or Diploma in Office Administration with at least 5 years experience in the secretarial/personal assistant field.
OR
Grade 12 with at least 7 years experience in the secretarial / personal assistant field.
- Knowledge and understanding regarding the nature of the company's business.

Skills & Competencies

- Helpful and friendly character
- Service Orientation
- Time management skills
- Written and oral communication skills
- Telephone etiquette and good interpersonal skills
- Self confidence and ability to work independently
- Ability to maintain confidentiality
- Flexibility
- Knowledge of Company procedures and processes
- Computer Literacy: Google Docs & Canva

Key Performance Areas

- Coordinate superiors' schedules
- Provide general administrative support to Executive Director
- Communicate and follow up on relevant matters
- Type all forms of communication required
- Arrange meetings
- Make travel arrangements
- Handle correspondence and visitors
- Check and ensure office equipment functionality
- Maintain appropriate filing systems

Duties & Responsibilities

- Provide general office administrative support to the superiors as instructed or requested.
- Act as communication intermediary between the business/visitors and the executive office and follow up on all corresponded matters to support easy flow of information and required actions.
- Schedule and maintain superiors' diaries to effectively manage their time to ensure that meetings are scheduled, clients are served, work is prioritised and they are informed accordingly.
- Type reports as required by the superiors to ensure reports are in the required format.
- Type all letters, memos, reports, faxes and E-mail on behalf of the superiors as instructed and post/send these according to requirements and priority.
- Respond and take action within discretionary limits to ensure prompt response, promote a professional image and improve efficiency.
- Prepare presentation materials as instructed to assist superiors to make effective and professional presentations when required.
- Receive all mail intended for the superiors and ensure that mail is referred to the correct person, or respond to those matters that can be dealt with personally within limits of authority.
- Organise meetings and functions for the superiors by arranging dates, venue, catering requirements, agendas and invitations as instructed.
- Take, type and distribute minutes of meetings and follow up on matters arising from previous meetings to ensure decisions are followed up and acted upon.
- Handle travel arrangements, hotel bookings and car hire for the superiors as approved, to ensure arrangements meet their requirements and comply with travel procedures.
- Maintain a filing system of all correspondence and documentation at the Executive Office for good office administration and in order to ensure easy and quick access for query handling.
- Take telephone calls on behalf of the superiors and ensure that callers are dealt with in a professional manner and that their queries are handled to their satisfaction, either by referring them to the correct person or, where possible, by handling the issue personally in line with their own line of authority.
- Receive and welcome visitors to the Executive offices in line with the business image.
- Check functionality of office equipment regularly and arrange for immediate maintenance and repair where necessary.
- Promote generally a positive image of the Executive Office.
- Provide general admin assistance to other members of management and or staff.
- Administration regarding company secretarial work with regards to entities as well as other administration.

Interested candidates who qualify for the above position can forward their CV with certified copies of qualifications and relevant documentation to:

The Human Resources Department

E-mail: vacancies@nmh.com.na Please write **“EXECUTIVE PERSONAL ASSISTANT”** in the subject line. For further details on the job requirements and competencies visit: <https://nmh.com.na/vacancies.html>

Please note: Only short-listed applicants will be contacted. No documents will be returned.

Closing date: 07 July 2025

Interviews: 13 July 2025