



Job Title: Administrative Assistant

Company: HIC Agencies

Location: Swakopmund, Namibia

Closing Date: 13 December 2024

About Us

HIC Agencies, founded in May 2023 in Swakopmund, brings over 25 years of industry expertise to deliver high-quality electrical products, mining supplies, and building materials to customers throughout the region. We are committed to exceptional service, quality products, and customer satisfaction, making us a trusted partner in the industry.

Position Overview

We are seeking a versatile and motivated **Administrative Assistant** to join our team. The ideal candidate will have a background in debtors and creditors and be comfortable handling a variety of administrative tasks.

Key Responsibilities

- Perform general administrative duties to support the team.
- Assist with managing debtors and creditors accounts.
- Utilize Omni software for data entry and financial tracking.
- Provide support in daily operations and ensure smooth office workflow.

Qualifications and Skills

- Prior experience in debtors and creditors management.
- Proficiency in working with Omni software is essential.
- Strong organizational and multitasking abilities.

- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

What We Offer

- A dynamic and supportive work environment in Swakopmund.
- Competitive remuneration.
- An opportunity to contribute to a growing and innovative company.

Application Procedure

If you meet the requirements for this role and are ready to contribute to the success of our company, please apply through our recruitment portal at www.jobopportunities.net. Ensure your application includes a detailed cover letter, a comprehensive CV, and any relevant certifications.

Closing date for applications is 13 December 2024, 07:00PM.