

# VACANCY ANNOUNCEMENT



## BRANCH ADMINISTRATOR – NAMBOB TSUMEB

# NAMBOB

Comfort when you need it most

Nambob Funeral Solutions (Pty) Ltd, an equal opportunity employer, has been serving the community since 1962. Our high-caliber professionals come together to create a distinct culture of providing expert comfort and compassion across our 13 branches in Namibia. We are actively recruiting a Branch Manager for our branch in Tsumeb to join our dynamic team in Tsumeb on a full-time basis.

### Main Duties and Responsibilities

- Manage branch operations and staff.
- Engage with clients compassionately, offering the full spectrum of funeral services, from body collection, providing a quotation to body preparation and conducting the funeral.
- Promotion and marketing of NamBob products and services, which includes funeral policies.
- Maintain customer orientation and retention.
- Manage the usage and maintenance of company assets, which includes vehicles.
- Develop and maintain relationships with community leaders and different stakeholders.

### Experience/Knowledge/Skills/Education

- Namibian Citizen
- Driver's License
- At least 5 years working in an administrative environment, managing petty cash and adhering to reporting deadlines.
- Excellent administrative skills and computer literacy
- Detail-oriented and analytical
- Honest. Kind. Compassionate. Inspiring.
- A people-orientated working style: ability to facilitate collaboration and communication across the business

### Application Procedure

We believe in equal opportunities and value diversity. Applications for this role are exclusively accepted through our recruitment portal at [www.jobopportunities.net](http://www.jobopportunities.net). Please ensure your application includes a well-crafted cover letter, a comprehensive CV, and any relevant certifications.

**Application Deadline: Wednesday 16 April 2025**  
**Only shortlisted candidates will be contacted.**

**No documents will be returned.**  
**No telephonic enquiries will be taken.**