

# VACANCY

## GRADUATE TRAINEE: EXECUTIVE ASSISTANT

**CLOSING DATE | THURSDAY, 24 APRIL 2025 BEFORE 17H00**

### Primary purpose of the position:

The primary purpose of the Graduate Trainee program is to afford graduates an opportunity to apply theoretical and other knowledge gained from their course of study in a practical setting. The program will contribute to skills training which, in turn will support the social and economic growth of Namibia. The Graduate Trainee will be reporting to the Executive Assistant to the CEO, and the Graduate Trainee will assist with the following functions.

### Key Performance Areas will include:

#### Secretarial Support and Office Administration

- Coordinates and arranges EXCO meeting in line with the meeting schedule;
- Assists with the distribution of meeting minutes and agenda for the monthly and quarterly executive management meetings;
- Assists with drafting and sharing the meeting schedules and agendas for input and adoption;
- Assists in facilitating the signing of all documents within the CEO's office;
- Records of all incoming and outgoing correspondence in the CEO's office;
- Stands in as relief in the CEO's office when Executive Assistant is unavailable;
- Assists courteously and decisively, visitors to the CEO's office and ensures the productive use of the CEO's time;
- Updates and maintains existing stakeholder contact information;
- Attends to the overall secretarial duties such as typing, answering telephones, copying and filing; and
- Performs any other duties related to the functions above as may be assigned by the supervisor from time to time.

#### Education, Experience and Skill Requirements

- Must be a graduate with a Bachelor Degree in Office Administration or related field;
- Excellent command of official language;
- Discretion and trustworthiness;
- Organisational skills and ability to multitask;
- Ability to be proactive and take initiative; and
- Computer literacy particularly in MS Office packages.

#### Additional Information

- Applicants should have zero (0) to six (6) months of professional experience in the areas of study;
- Only unemployed graduates will be considered;
- Must be available Monday to Friday (08h00 - 17h00); and
- Shortlisted candidates will be required to submit proof of Namibian Police clearance.

**Duration:** The Graduate Trainee program is for a period of twelve (12) months.

**Applicants meeting the above criteria should register their applications including motivation letter, CV, and relevant qualifications at Direct Hire by clicking on the following link:**

<https://cran.mcidirecthire.com/graduate/external/currentopportunities>

#### REMUNERATION PACKAGE:

CRAN offers a competitive market-related cost to company remuneration package commensurate to relevant experience and qualifications.

**CRAN IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN & PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

