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## VACANCY

### LODGE ADMINISTRATOR

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We are looking for a Lodge Administrator to join our tribe!

This position will be responsible for all general administration and will assist in all departments at Onduli Ridge in the Damaraland Area.

**Responsibilities include but are not limited to:**

- Responsible for placing orders with the procurement department, ensuring effective stock management and informing head office of maintenance consumables.
- Responsible for receiving all telephone calls in a professional manner and effectively sharing information with the various operational departments.
- Petty cash reconciliation
- Update guest feedback reports, transcribing of meeting minutes, manage flight delays and guest pick-ups.
- Assist with staff uniforms orders, curio sales as well coordinate spa treatment bookings.
- Assist with HR documents as required and compile weekly staff movements lists.
- Update lodge managers with daily guest movements and changes.
- Compile truck report and prepare waybills.
- Assist management with guest relations as well as other allocated tasks.

**Requirements:**

- Must be a Namibian Citizen or Permanent Resident.
- Valid driver's license B with PDP.
- At least 3 years' proven experience as an Office Administrator or similar position.
- Relevant tertiary education would be of advantage.
- Excellent spoken and written. An additional language would be advantageous.
- Proficient in MS Office; knowledge of Tallorder would be considered an advantage.
- First Aid Certificate would be of advantages.
- Attention to detail, excellent organizational skills, good communication skills and outstanding hosting skills are essential to this position.
- Strong ethics and reliability.
- Position requires long and flexible working hours.

**Packages:**

- Market related salaries which include.
  - Medical aid contributions
  - Pension contributions
  - Long service awards (14<sup>th</sup> cheques)
  - Performance based annual bonus (13<sup>th</sup> Cheques)
- Accommodation, laundry & meals are included for this position.

Please send your CV, including a photograph of yourself with an application letter and contactable references, supporting documents to [HR@ultimatesafaris.na](mailto:HR@ultimatesafaris.na)

Closing date for applications is Monday 12 May 2025  
Only short-listed candidates will be contacted!