



Interim Management

back stop your operations

JOB ADVERTISEMENT

Job Title	Executive Support - Business & Projects
Location	Windhoek, Namibia
About the Role	<p>Purpose</p> <p>DM Interim Management (PTY) LTD is seeking a dynamic and organized Executive Support professional to provide strategic and administrative assistance to the Director and operational teams. This role is vital for coordinating business functions, project initiatives, marketing efforts, and internal business development, supporting finance, HR, and daily administrative operations to ensure business continuity and operational efficiency..</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none">• Manage and coordinate the Director's calendar, appointments, and travel arrangements.• Prepare meeting agendas, reports, take minutes, and follow up on action points.• Handle confidential information with professionalism and discretion.• Maintain efficient filing systems (both physical and digital).• Coordinate office logistics and ensure smooth daily operations.• Assist with basic financial administration, procurement processes, and budget tracking.• Support HR activities including leave tracking, payroll inputs, onboarding, and employee record management.• Assist in the development of marketing materials and coordination of promotional events.• Support business development by conducting market research, preparing proposals, and maintaining client relations.
Reports to	To Be Advised
About the Business	Human Resources Agency
About the Candidate	<p>Requirements:</p> <ul style="list-style-type: none">• Bachelor's degree in Business Administration, Marketing, or a related field.• 3+ years proven experience in business support or administrative roles.• Strong knowledge of financial and accounting procedures is an advantage.• Advanced MS Office skills (Word, PowerPoint, Excel).• Excellent communication, organizational, and interpersonal skills.• Strong ethics and ability to handle confidential data.• Analytical mindset with attention to detail and ability to meet deadlines.• Experience in project management or business development support is desirable.
	<p>Closing Date for Applications: 13/06/2025</p> <p>Applications for this role are exclusively accepted through our recruitment portal at www.jobopportunities.net. Please ensure your application includes a well-crafted cover letter, a comprehensive CV, and authenticated copies of relevant qualifications.</p>