



VACANCY: OFFICE ADMINISTRATOR

Location: Walvis Bay

Company: Iyalago Food Assurance Consultants

Closing Date: 20 June 2025

Employment Type: Full-Time

ABOUT IYALAGO FOOD ASSURANCE CONSULTANTS:

Iyalago Food Assurance Consultants is a trusted provider of expert food safety, hygiene, and quality assurance solutions. Based in Namibia, we support businesses across the food value chain to comply with national and international regulatory standards while promoting best practices in food handling and safety.

We are looking for a dynamic, highly organised, and proactive **Office Administrator** to join our growing team in **Walvis Bay**. The successful candidate will ensure the smooth operation of the office, manage key administrative functions, and provide vital support to management and staff.

KEY PERFORMANCE AREAS (KPAs):

- Oversee daily office operations and maintain an efficient, organised work environment.
- Perform administrative duties including document preparation, filing, record-keeping, and correspondence.
- Maintain and manage office supplies, equipment, and inventory.
- Schedule meetings, appointments, and coordinate staff calendars.
- Support the finance department with invoice processing, petty cash control, and reconciliation tasks.

- Serve as a point of contact for clients and visitors, ensuring excellent customer service.
- Liaise with service providers and external stakeholders as required.
- Ensure proper documentation, confidentiality, and safe record management in line with internal policy.

MINIMUM REQUIREMENTS:

- Grade 12 (with post-secondary qualification in Office Administration or equivalent advantageous)
- Minimum of 3 years' proven experience in an administrative or office support role
- Proficient in Microsoft Office (Excel, Word, Outlook, PowerPoint)
- Excellent written and verbal communication skills in English (Afrikaans is an advantage)
- Strong organisational skills with high attention to detail
- Ability to multitask, prioritise workloads, and meet deadlines
- Discreet, trustworthy, and able to handle confidential information
- Must reside in or be willing to relocate to Walvis Bay
- Valid Code B driver's licence

COMPETENCIES:

- Professional and friendly demeanour
- Problem-solving and critical-thinking skills
- Initiative and a hands-on approach
- Strong interpersonal and time management skills
- Ability to work independently and within a team

APPLICATION INSTRUCTIONS:

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.

Please note:

- **Only shortlisted candidates will be contacted.**
- **Candidates must be Namibian citizens or hold Namibian permanent residence permits.**