

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 Administrator 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. Please ensure your application includes a well-crafted cover letter, a comprehensive CV, and any relevant certificates.

Application Deadline: Wednesday 10 September 2025

Only shortlisted candidates will be contacted.

No documents will be returned.

No telephonic enquiries will be taken.