



Vacancy: Visa Desk Coordinator

Location: Windhoek, Khomas, Namibia

Closing Date: 19 September 2025, 7:00PM

Rennies BCD Travel Namibia is seeking a Visa Desk Coordinator to join our dynamic team. The successful candidate will be a detail-oriented professional with strong interpersonal skills and in-depth knowledge of visa services within the travel industry.

Minimum Requirements

- Grade 12, plus a tertiary qualification in Project Management, Tourism, or Travel, OR
- Grade 12 with a minimum of 5 years' experience in a similar role within the travel and visa industry.
- Strong geographical knowledge.
- Excellent command of English and Afrikaans (verbal and written). A third language will be an added advantage.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
- Proven ability to manage self in a fast-paced, deadline-driven environment.
- Demonstrated use of SMART principles to achieve company goals.

Key Responsibilities – Visa Desk

- Provide support, engagement, and monitoring when attending to clients' visa requirements and applications.

- Build and maintain strong relationships with embassies, consulates, and visa processing centres.
- Ensure up-to-date knowledge of visa regulations, entry restrictions, and industry trends.
- Collaborate with travel consultants to seamlessly integrate visa services into client itineraries.
- Ensure timely completion of cash sale account reconciliations.
- Achieve pre-set sales targets.
- Adhere strictly to all company policies and procedures.

What We Offer

- A **market-related remuneration package**.
- A **pleasant and professional working environment** with opportunities to grow.

How to Apply: Interested candidates should upload their resume and cover letter to www.jobopportunities.net by 19 September 2025.
