



VACANCY: RECEPTIONIST

Company: Epangelo Mining Company (Pty) Ltd

Job Title: Receptionist

Job Grade: B4

Department: Administration

Reports To: GM: HR and Administration

Location: Windhoek, Namibia

Closing Date: 7 November 2025

ABOUT EPANGELO MINING COMPANY:

Established in 2008, Epangelo plays a strategic role in the exploration, mining, beneficiation, and trading of Namibia's mineral resources. The company's mission is to ensure that Namibia benefits sustainably from its vast mineral wealth through responsible mining practices and strategic investments. With interests in key mining ventures across the country, Epangelo is committed to national development, good governance, and value creation for all Namibians.

ROLE PURPOSE:

To serve as the first point of contact for visitors and callers, providing professional front-desk and administrative support to ensure smooth daily operations.

KEY RESPONSIBILITIES:

- Greet and assist visitors professionally and courteously.
- Answer and direct calls promptly and efficiently.
- Maintain a tidy and welcoming reception area.

- Handle correspondence and appointment scheduling.
- Support administrative tasks such as filing and document preparation.

QUALIFICATIONS & EXPERIENCE:

- Grade 12 or equivalent; administrative training advantageous.
- Experience as a receptionist or in a customer-facing role preferred.
- Proficiency in Microsoft Office and Outlook.

CORE COMPETENCIES:

- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Professional appearance and attitude.
- Dependability and punctuality.

APPLICATION PROCEDURE:

Applications for the above position must be accompanied by a detailed CV and non-returnable certified copies of relevant qualifications. If you meet the requirements for this role and are ready to contribute to the success of our company, please apply through our recruitment portal at www.jobopportunities.net.

CLOSING DATE FOR APPLICATIONS IS 7 November 2025