



VACANCY: JUNIOR ADMINISTRATIVE ASSISTANT / RECEPTIONIST

Location: Windhoek, Namibia

Company: Gecko Exploration (Pty) Ltd (a subsidiary of Gecko Namibia Holdings (Pty) Ltd)

Type of Employment: Permanent

Reporting to: Project Coordinator / Executive Assistant

Company Introduction

Gecko Exploration (Pty) Ltd, a subsidiary of Gecko Namibia Holdings (Pty) Ltd, is a 100% Namibian-owned company and an equal opportunity employer. The company offers competitive remuneration packages aligned with the successful candidate's qualifications, skills, and experience. Suitably qualified and committed candidates are invited to apply for this position based in Windhoek.

Role Purpose

The Junior Administrative Assistant / Receptionist will provide essential administrative and clerical support to the office by assisting with document preparation, coordinating office activities, and ensuring efficient day-to-day operations. The role includes front-desk responsibilities such as welcoming visitors, handling calls, and maintaining office organisation.

Key Responsibilities

Office Support

- Greet visitors, manage general inquiries, and maintain a professional reception area.
- Ensure general office cleanliness and organisation.

Coordination & Logistics

- Coordinate meetings, conferences, and related logistics.
- Arrange travel and accommodation when required.

Documentation & Administration

- Prepare, format, and edit reports, documents, and memos.
- Perform general clerical duties including scanning, copying, binding, and filing.

Records Management

- Maintain and organise both electronic and paper filing systems.

Office Supplies Management

- Monitor inventory levels and order office supplies as needed.

Communication

- Handle incoming and outgoing mail and correspondence.

General Duties

- Perform additional administrative tasks as required to support the team and operations.

Minimum Requirements (Qualifications, Skills & Experience)

- High school certificate (Grade 12) or equivalent.
- Minimum of 5 years' experience in an administrative support or similar role.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong written and verbal communication skills.
- Excellent organisational and time-management skills.
- Ability to prioritise tasks and handle multiple responsibilities simultaneously.
- High level of accuracy and attention to detail.
- Professional demeanour with strong interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information.
- Strong problem-solving skills and proactive approach.
- Ability to quickly learn new systems and technologies.

Additional Requirements

- Namibian citizenship or valid work authorisation.
 - Valid Code B (08) driver's licence will be an advantage.
-

Remuneration

A competitive remuneration package will be offered in line with the candidate's qualifications, skills, and experience.

How to Apply

If you meet the above requirements, please submit:

- A detailed CV
- Certified copies of qualifications
- A cover letter

Applications must be submitted via the recruitment portal:

www.jobopportunities.net

Only shortlisted candidates will be contacted.

Closing Date

19 April 2026

Equal Opportunity Statement

Gecko Exploration (Pty) Ltd is an equal opportunity employer. Applicants from designated affirmative action groups are encouraged to apply.