



VACANCY

GUEST LIAISON

We are looking for a GUEST LIAISON to join our tribe!

This position will be responsible for all guests transfers. The position is Windhoek based at our headquarters.

Responsibilities include but are not limited to:

- Responsible for guest meet & greets, self-drive briefings and City and Art tours.
- Responsible for all other guest transfers to and from the airport; within Windhoek and outside, including long-distance transfers.
- Assist procurement runs within Windhoek and outside.
- Responsible for looking after the transfer vehicles.
- Assist the Operations & Procurement departments when required
- Assist with distance rental delivery and pick ups.
- Ensure equipment and vehicles are always neat and presentable.

Requirements:

- Must be a Namibian citizen
- Driver's license – Code B with valid PDP, Code C1 would be of advantage.
- At least 3 years proven experience as a transfer driver or a similar position.
- Must have a proven clean driving record.
- Advanced driving certification would be of advantage.
- Excellent spoken and written English.
- Excellent timekeeping.
- Strong ethics and reliability.

Packages:

- Market related salaries which include:
 - Medical aid contributions
 - Pension contributions
 - Long Service Awards (14th Cheques)
 - Performance based annual bonus (13th Cheques)

Please send your CV with an application letter, supporting documents and contactable references to hr@ultimate.earth

Closing date for applications is Tuesday, 06 October 2026 - only short-listed candidates will be contacted!