



Job Description:

Job Title: Admin Assistant
Job Grading: B4
Location: Windhoek, Namibia
Reports to: Office & HR Manager

JOB DESCRIPTION		DUTIES
1	Provide administrative support to the general office	<ul style="list-style-type: none"> • Assist NNF staff with photocopying and binding of documents as required; • Maintain the main office filing system and filing list, Review contents of filing cabinets regularly. • Obtain quotations for general office equipment/ supplies and order as needed. Attach 3 quotations to all payment requisitions for Finance dept. • Assist with travel arrangements, e.g. booking of flights, visas, foreign exchange, hotels. • Be responsible for booking of equipment (power point projector, digital cameras, display boards etc.), ensuring that bookings are noted and equipment checked prior to removal and upon return. • Ensure First Aid box and car kits are properly equipped at all times. • Control access and exit of visitors on the premises
2.	Fleet Administration	<ul style="list-style-type: none"> • With coordination from the drivers, Liaise with garages on vehicle repairs and service • Assist with compilation of accident reports • To liaise with driver to ensure vehicles are equipped with car kits prior to field trips being undertaken. • Liaise with drivers to ensure timely servicing and maintenance of vehicles and maintain a record of vehicle service and maintenance and inform vehicle users • Maintain a record of petrol consumption and mileage on all vehicles monthly • Keep a list of all vehicle inventory and do verifications monthly. • Be responsible for the booking of vehicles, maintaining copies of drivers' licenses and files containing all documentation pertaining to the NNF fleet. • Maintain the monthly vehicle service schedule and share with relevant personnel. • Liaise and provide Quarterly (written) reports on expenses and performances of the NNF vehicles to the Office & HR Manager • Liaise with driver and make sure that all vehicles are properly registered and maintain a file with all vehicle documents; carry out inspection on regular basis • Liaise with drivers and ensure that vehicle logbooks for all vehicles are submitted every month. File a copy and submit original to Office & HR Manager. • Monitor vehicle logbooks monthly • Monitor fuel purchases

		<ul style="list-style-type: none"> • Liaise with Update the master vehicle sheet on monthly bases. • Support the Field offices with booking vehicles for services • Ensure that all vehicle assets are inventoried. • Develop and implement a proactive, planned, and structured approach to the maintenance of vehicles, keeping within the designated budget and ensuring all vehicles used are fit for purpose • Liaise with driver and organize and manage services and breakdowns on vehicles • Reconcile all fuel usage on a monthly base • Manage and prepare the driver duty roster
3.	Provide office maintenance support	<ul style="list-style-type: none"> • Ensure all shared office areas are maintained in a tidy and presentable condition (e.g. boardroom, kitchen, store rooms, reception area). • Note when maintenance is needed and contact the relevant service provider for assistance, including maintenance and repair of office equipment and machinery such as telephones, fax machine and photocopier.
4.	Assist with refreshments, catering and office supplies	<ul style="list-style-type: none"> • In liaison with the Office Cleaner, ensure that refreshments (tea, coffee, milk, sugar) are always available. • Check on office consumables and supplies (including cleaning materials) and ensure stock is maintained. • Maintain and stock the stationery cupboard, and order stationery for staff as required and with proper authorisation.
5	Provide support to all departments	<ul style="list-style-type: none"> • Provide logistical support to all departments, e.g., with quotations, bookings, equipment. • Assist with any other administrative tasks as required by management.
6	Receive visitors and manage switchboard	<ul style="list-style-type: none"> • Receive visitors and direct them to appropriate person / department; • Answer the telephone and redirect calls to correct person, announcing callers to NNF staff; take messages and relay as necessary.
7	IT & Communications	<ul style="list-style-type: none"> • Provide the point of contact between IT support services and NNF staff. • Maintain a register of IT equipment
8	Take on any tasks necessary in support of the NNF and achievement of its mission.	<ul style="list-style-type: none"> • Undertake any tasks or duties upon own initiative or upon request that will contribute to the smooth-running, efficiency and effectiveness of the NNF and fulfilment of its mission.

Desired Experience and Qualification:

- Namibian Citizen or permanent resident
- Minimum of a diploma in administration, secretarial and customer relations or similar.
- A qualification in logistics and fleet management will be an added advantage.
- At least 3 years of relevant experience and of working with multi-disciplinary teams.

Knowledge, Skills and Abilities:

- You must have strong language skills, with excellent English, other Namibian languages will be an advantage.
- Knowledge of logistics and fleet management.
- Excellent interpersonal and general communication skills.
- Good command of Office suite applications (Word, Excel, Access, PowerPoint).