

VACANCY: OFFICE ADMINISTRATOR



Cut-off date: 5 April 2024

Company: Insurance Institute of Namibia
Windhoek Office

Minimum Requirements:

- Namibian Citizen;
- Grade 12 (Bilingual - English Language being one);
- Computer literate (Incl: Microsoft Office Applications);
- Min 3 years' experience - Administration;
- Short-Term Insurance Industry experience will be an advantage;
- Training or Education Industry experience will be an advantage;

Key Performance Areas:

- All administrative duties related to running the office
- Communication with industry and learners
- Assisting Training Manager with activities and processes
- Any other duties as might be required from time to time

Competencies:

- Communication skills, and Computer Skills
- Ability to plan, organise, prioritise, and self-manage
- Fast Learner and team player, work well under pressure
- Positive, Motivational, Energetic and Mental Alertness

Additional Requirements:

- A valid driver's license with own transport will be advantageous.
(Might be required to travel occasionally)

**Interested: Please forward your Application Letter
& Detailed CV to online@iinnamibia.com by 5 April 2024.**

(Only the top 5 selection of possible incumbents will be notified.)