



Africa Provider Offshore Services (Pty) Ltd

Join a dynamic and challenging Project

Africa Provider Offshore Services - APOS is a Namibian Company dedicated to supporting the Oil and Gas industry in the scope of our contract with an Oil & Gas operator. We are looking for the following candidate:

PA TO THE MD & OFFICE COORDINATOR

Description

PA to the Managing Director

- Provide all personal administrative support to the MD, which may sometimes require periodic after-hours requests.

Office Coordinator

- Responsible for reception – telephone, meet and greet visitors, safety briefings.
- Take direct responsibility to:
 - ✓ Ensure efficient running of the office including managing of suppliers for services and consumables.
 - ✓ Liaise with company affiliate based in the same building.
 - ✓ Take initiatives to create and effective working atmosphere in the office.
 - ✓ Tracking of company staff.
- Arrange and manage functions and catering.

Requirements

- Qualifications for the position include a bachelor's degree in business administration or a related field,
- Three (3) years of experience in a similar role.
- Proficiency in Microsoft Office and strong typing skills.
- A self-starter and be able to work independently.
- Well organized, methodical with acute attention to detail.
- Interpersonal skills and qualities of engagement.
- Full respect of confidentiality in all matters.

Please send your CV via email or the post office on the address indicated below

CONTACT@APOS-NAMIBIA.COM // PO Box: 27933 Windhoek

