



FRANCO-NAMIBIAN CULTURAL CENTRE

Vacancy: Administrative Assistant (reception)

Requirements:

- High school degree with additional certification in Office Management
- Proven admin and accounting/bookkeeping experience
- Hands-on experience with office equipment
- Excellent written and verbal communication skills
- Strong organizational skills
- Familiar with Pastel accounting software
- French level: A2

Responsibilities

- Greet and welcome guest
- Direct visitors to appropriate departments
- Answer, screen and forward calls
- Ensure reception area is tidy and presentable
- Provide basic and accurate information in-person via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via reception desk
- Perform other clerical reception duties such as filing, photocopying and transcribing
- Assist with accounting responsibilities
- Assist with registrations for courses

Applications:

Send your CV with motivational letter and Police clearance to secgen@fncc.org.na by latest 14 February 2020 enquiries call 061 387330. Only selected candidates will be contacted.