NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY

Department: Human Resources

Vacancies: Administrative

Secretary (4 Posts)

Contact: Mrs Elzene van Wyk
T: +264 61 207 2082
E: evanwyk@nust.na

Requirements

A Bachelor's degree in Office Management, Business Management or Communication with at least three years of experience as a Secretary or Office Administrator at a large Company/Institution. A typing speed of at least 40 words per minute; computer proficiency in Microsoft Word, PowerPoint, Excel and Access. Good communication (both oral and written), organisational, administrative skills and the ability to work independently.

Job Description

Provide secretarial and administrative support; maintain the filing system; screen all telephone calls and visitors; maintain the diary; make travel arrangements; arrange workshops and meetings; take minutes and type documents; maintain stationery supplies and consumables; report faults in and around the building; coordinate venue bookings and manage room keys; receive and document staff short leave.

Benefits

NUST offers a competitive salary and the following fringe benefits:

* Pension Fund
* Medical Aid Scheme
* Annual Bonus
* Housing / Rental Allowance
* Generous Leave Privileges
* Relocation Expenses

CLOSING DATE: 21 APRIL 2017
ASSUMPTION OF DUTIES: ASAP

Only shortlisted candidates will be contacted.
No documents will be returned.

Application Procedure

Applications in writing, accompanied by a Curriculum Vitae, giving full details of work experience and proof of qualifications, should be submitted to:

The Director: Human Resources, Namibia University of Science and Technology, Private Bag 13388 or 13 Storch Street, Windhoek, NAMIBIA.

Applications may be emailed to: recruitment@nust.na

On e-mail applications, please enter the title of the position in the subject line. All foreign qualifications will be validated by the NQA.