



Career opportunities

NAMDIA markets and sells ethically sourced Namibian diamonds for the benefit of Namibia and her people. After six years of existence and with this goal in mind, the company begins a new era of business refinement and expansion.

We are presently seeking:

Position	Temporary Personal Assistant
Duty Station	Windhoek
Primary Purpose	To provide varied and often confidential secretarial and office administrative assistance to the CEO and manages all office administrative matters that arise in the day to day activities of such office, whilst maintaining confidentiality, discretion and promoting the professional image of the CEO' office.
Minimum Qualifications and Experience	<ul style="list-style-type: none"> - National Diploma in Secretarial or Office Administration - NQF Level 6 - Three (3) years appropriate experience
Special Requirements/Licenses	<ul style="list-style-type: none"> - Driver's License Code B
Key Responsibilities	<ul style="list-style-type: none"> - Managing the CEO's Office - Minute taking - Correspondences - Filing
Competencies/Skills	<ul style="list-style-type: none"> - Good communication and interpersonal abilities - Numeric abilities - Time Management

- The deadline for applications is **04 October 2022 at 17h00 local time**.
- Non-Namibian qualifications must be accompanied by a Namibia Qualifications Authority evaluation.
- Submissions must be made electronically and submitted via email to: **recruitment@namdia.com**

No hand-delivered applications will be accepted.
Only shortlisted candidates will be contacted and will be required to undergo a robust selection process.