

Potentia was established in 1998 and today is a market leader in the Namibian recruitment industry. With offices in both Windhoek and Cape Town, we provide a spectrum of Human Resource management services primarily within three core fields namely: Recruitment, Organizational Development and HR Project Management. Working in concert, these activities serve both individuals and organizations, guiding them on a path of meaningful transformation, development and results delivery. We have forged mutually beneficial long-term relationships with our clients, many of whom are industry leaders in fields such as health, service, mining, insurance, education, aviation, investment banking and media. Due to an increased and constant demand in the following positions and fields, Potentia Namibia seeks to profile suitably qualified candidates to build up a database to meet the ever-growing recruitment needs of our clients.

GIRL FRIDAY / OFFICE ADMINISTRATOR

- Mature active female Personal Assistant with a Diploma in Business Administration/Administration or a Secretarial Diploma from a recognized tertiary institution. This must be coupled with a minimum of 3 years executive secretarial experience.
- Demonstrated and hands on exposure to various Office Administrative functions, which include;
 - Reception duties
 - Basic PA functions.
 - Assist walk in customers.
 - Screen phone calls, enquiries and requests, and handle them when appropriate.
 - Methodically create and maintain filing systems, maintain office attendance reports, leave records, trip records, logs etc. Generally photocopy and print various documents on behalf of colleagues.
 - Distribute and keep an inventory of office supplies, as well as fulfil other ad hoc office administration related tasks requested.
 - Would be required to run errands, therefore the candidate must be in possession of a valid driver's licence.
- Must be well spoken, ambitious, computer literate, reliable, mature and energetic.

We request that you e-mail your CV for the attention of Ms Jennifer Mifima to jenny@potentia.com.na and kindly be advised that all applications will be handled exclusively by Potentia and all selected candidates will be required to undertake an assessment test. Only electronic CV's will be accepted.

The closing date is 29 January 2016 and suitably qualified Namibians are encouraged to apply.



www.potentia.com.na