



VACANCY: DATA & RATES ADMINISTRATOR

We are looking for a Data & Rates Administrator to join our tribe!

This position will be responsible for updating and maintaining the database with accurate and current details. The position is Windhoek based at our headquarters.

Responsibilities include but are not limited to:

- Collect accommodation and activity rates, amenities, and property details from various suppliers (involves working with Outlook Emails)
- Rate comparisons and recognizing changes on rate sheet and flag with management before updating Tourplan accordingly.
- Capture rates and details into Tourplan accurately and efficiently. Ensure that all data is organized systematically for easy retrieval.
- Monitor changes and updates from suppliers and promptly reflect these in Tourplan. Update content of descriptions on Tourplan. Update and load data on agents on Tourplan.
- File product fact sheets and rates in logical and easy to find way as approved by management and file both physically and electronically.

Requirements:

- Must be a Namibian citizen.
- Minimum 2 years' experience in tourism (inbound DMC or lodge reservations).
- Strong attention to detail with numbers, data and text.
- Understanding and ability to read rate sheets, understand seasonality's, rate sheet terminologies, and know the various Tourism industry vocabulary such as FI, levies, non-commissionable etc.
- Ability to concentrate for a long period at a time on administrative tasks.
- Critical thinking: Ability to analyze information, identify inconsistencies, evaluate options, and propose practical solutions.
- Excellent written and verbal English-Grammar skills as well as an aptitude for numbers.
- Computer literary with strong experience in MS programs, Outlook emails with advanced Excel an advantage.
- Knowledge of Tourplan is an advantage.
- Strong ethics and reliability.
- Outstanding organizational and time-management abilities.

Packages:

- Market related salaries which include:
 - Medical aid contributions
 - Pension contributions
 - Long Service Awards (14th Cheques)
 - Performance based annual bonus (13th Cheques)

Please send your CV with an application letter and contactable references and supporting documents to hr@ultimate.earth

Closing date: 06 August 2026 (only short-listed candidates will be contacted)