



WE'RE HIRING

RESERVATIONS COORDINATOR

WINDHOEK BASED
HOSPITALITY & TOURISM
5+ YEARS EXPERIENCE REQUIRED

APPLY NOW
recruitment3@dupwies.com

CLOSING DATE | 10 OCTOBER 2026

See caption for full job details and requirements.



DESCRIPTION

Windhoek Based | Emania @ Etosha

We are looking for an experienced and professional Reservations Coordinator to join our team.

Main duties include:

- Handling reservation and booking enquiries
- Processing and confirming bookings
- Liaising with tour operators, travel agents and guests
- Preparing quotations and booking confirmations
- Following up on enquiries and provisional bookings
- Maintaining accurate reservation information

Requirements:

- Minimum 5 years' experience in a similar reservations position
- Previous hospitality, lodge, hotel or tourism experience
- Excellent written and verbal communication skills
- Strong computer and administrative skills
- Professional, organised and service-driven

Send your CV to: recruitment3@dupwies.com

Closing date: 10 October 2026

Please use "Emania Reservations" as the reference.