



VACANCY: TEMPORARY

POSITION: OFFICE ADMINISTRATOR

LOCATION: WALVIS BAY

CONTRACT: 3 MONTHS

PREFERRED START DATE: 12 OCTOBER 2026

CLOSING DATE: 7 OCTOBER 2026 @ 7:00PM

OMA Shipping & Logistics Namibia has a temporary opportunity available for an **Office Administrator** to assist with administrative backlog activities and provide general office support at the Walvis Bay Office.

Main Purpose:

To provide efficient administrative, procurement, personal assistant and HR support, while assisting with outstanding administrative activities and ensuring that office records and processes are maintained accurately and effectively.

Key Responsibilities:

Procurement

- Order office supplies and research new deals and suppliers.
- Update creditors and debtors lists, including applicable payment terms.
- Assist with the renewal and administration of supplier and customer contracts.

Administration

- Maintain and update company contact lists.
- Perform general office administration and ad hoc administrative duties as required.
- Maintain accurate records and filing systems.

Personal Assistant Duties

- Provide administrative support to the Country Manager.
- Assist with meetings, presentations and related documentation.
- Coordinate administrative arrangements as required.

Human Resources Administration

- Assist with updating and maintaining employee files.
- Assist with employment contract renewals and filing.
- Ensure HR records and supporting documentation are properly maintained.

Qualifications & Experience:

- Diploma in Office Administration.
- Minimum of **three (3) years' working experience**.
- Previous experience in **office administration and/or Personal Assistant duties**.
- Excellent computer literacy, particularly in **Microsoft Office software**.
- HR administration experience will be an added advantage.
- Previous experience within the **transport and logistics industry** will be an added advantage.
- Strong organisational skills.

Other Key Competencies:

- Excellent attention to detail and accuracy.
- Good communication and interpersonal skills.
- Strong organisational and time-management skills.
- Ability to prioritise multiple tasks and meet deadlines.
- Ability to work independently and as part of a team.
- Professional, reliable and able to maintain confidentiality.

Additional Requirements:

- Must be available to start immediately, preferably **12 October 2026**.
- The position is offered on a **three (3) month temporary contract**.
- Preference will be given to candidates who are **currently unemployed and residing in Walvis Bay**.

Application Procedure:

Submit applications via www.jobopportunities.net, including a cover letter, detailed CV, and certified copies of relevant qualifications.