

Join Our Team at Lüderitz Waterfront Development Company (LWDC)

VACANCY: CORPORATE RECEPTIONIST / FRONT DESK ASSISTANT

Duty Station: Lüderitz (//Kharas Region)

Job Introduction

Providing professional Front Desk services. The successful candidate will deliver excellent customer service to both internal and external clients and stakeholders.

Purpose

The Corporate Receptionist shall perform clerical and administrative tasks to support daily operations. Responsibilities range from coordinating meetings and assisting with event planning to traditional reception duties in a highly demanding corporate environment.

Qualifications & Experience

4 Grade 12, Diploma in Office Management, or related qualification
4 Minimum 3 years' experience in administration
4 Previous experiences as Receptionist/Office Administrator
4 Computer proficiency: Word, Excel, Outlook, PowerPoint

- Strong customer service (in person & via telephone)
- Ability to meet strict deadlines
- Liaise confidently with senior-level stakeholders

Desirable Candidate Attributes

- Professional & multi-skilled
- Strong work ethics & confidentiality
- Knowledge of office procedures
- Excellent typing skills
- Prepared to work long hours when required

Key Performance Areas

- Excellent verbal & written communication
- Professional telephone manner

Applications must include:

- Cover Letter
- Updated CV
- Certified Copies of Qualifications
- At least 2 References

Submit to:

soraya@luderitzwaterfront.com.na
pa@luderitzwaterfront.com.na

Closing Date: Friday, 24 October 2025
Only shortlisted candidates will be contacted.

