

Wolwedans



Seeks the perfect fit...

FRONT OFFICE ADMINISTRATOR

We are in search of a team member who shares our vision of a tourism industry that balances people, planet, and profit. If you are an experienced Front Office Administrator and Wolwedans' "5Cs" of Conservation, Community, Culture, Commerce, and Consciousness are important in your daily life, then you may be one of those people...



The successful applicant will be responsible for the first and farewell-until-next-time impressions made with our guests - providing a warm welcome on arrival, and facilitating check-in and check-out for all Wolwedans camps. As such, s/he must be warm and hospitable by nature and comfortable engaging with people from a diverse range of cultural backgrounds. Related admin skills are also essential.

Specific skills required include:

- fluency in English (additional languages beneficial)
- excellent communication skills in writing, on the telephone, and face-to-face
- computer literacy, including familiarity with InnKeeper and ResRequest
- experience in basic human resources (HR) tasks, e.g. managing time sheets
- basic hospitality administration experience
- stock control experience to manage the curio shop at reception
- ability to apply discretion and confidentiality to guest-related information

S/he will also:

- be a problem solver and able to think 'out of the box'
- demonstrate trustworthiness
- be willing to work irregular hours as required by operational needs
- be a quick learner and willing to acquire new skills

- be flexible, including willingness to take on additional tasks, e.g., food service, from time to time to help out other teams
- excited about working as a part of team dedicated to creating happiness, both for our guests and our colleagues
- willing to embrace Wolwedans' commitment to sustainability and the 5Cs in her/his day-to-day job

Team members live on site at Wolwedans Village in NamibRand Nature Reserve. Lodging is on a shared basis and includes meals from our staff canteen. A tuck shop is available for additional purchases, and leisure areas and exercise equipment are available for off-time use.

If you believe you are the perfect fit for this opportunity, tell us why in a 1-page cover letter and send it, along with your CV to info@arideden.org.

The position is available immediately and will be closed as soon as the right candidate is found.

We appreciate your interest in joining our journey and will be contacting short-listed candidates (only).