

Wolwedans is a purpose-driven conservation tourism company situated in the heart of the NamibRand Nature Reserve. Built on the principles of sustainability, people development, and authentic guest experiences, Wolwedans is recognised for its commitment to environmental stewardship and meaningful hospitality.

At Wolwedans, every role contributes to a greater vision of restoring land, uplifting communities, and creating life-changing experiences.

THE ROLE

We are seeking a highly organised, detail-oriented and experienced Administrator to join our team. This is a pivotal role for someone who thrives in a structured environment while contributing to a broader conservation mission.

The position is central to ensuring smooth operational flow across departments through effective systems, coordination, and communication. The ideal candidate will bring at least five years of experience in administrative management, reporting, and operational support.

KEY RESPONSIBILITIES

- Oversee and manage daily administrative operations across departments
- Maintain accurate records, filing systems, and documentation (digital and manual)
- Coordinate internal communications across departments
- Support procurement processes, supplier communication, and stock tracking
- Prepare reports, spreadsheets, and operational summaries for management
- Provide support to reservations, including guest information and system updates
- Ensure compliance with company policies, SOP's, and operational standards
- Assist with HR administration, including onboarding documentation and staff records
- Facilitate communication between camps, departments, and head office
- Support event coordination, logistics, and planning when required



MINIMUM REQUIREMENTS

- Minimum five years' proven experience in an administrative role
- Demonstrated experience in administrative management
- Strong proficiency in Microsoft Office, particularly Excel
- Excellent organisational and time-management skills
- High level of accuracy and attention to detail
- Strong communication and interpersonal skills
- Ability to work independently and collaboratively in a remote environment
- Comfortable living and working in a remote desert environment
- A proactive, solution-driven mindset

KEY COMPETENCIES

- Planning and organisational excellence
- Strong reporting and data management ability
- Problem-solving and decision-making skills
- Professional communication and discretion
- Adaptability in a dynamic, remote lodge environment
- Commitment to quality, consistency, and continuous improvement

WHAT WE OFFER

- The opportunity to work in one of Namibia's most unique natural environments
- A purpose-driven company culture focused on people and sustainability
- Ongoing training and development opportunities
- A competitive package aligned with experience and qualifications
- A supportive and values-driven team environment



Wolwedans

COLLECTION

CAREER OPPERTUNITY: ADMINISTRATOR

HOW TO APPLY

If you meet the above criteria and feel aligned with the Wolwedans vision, we would love to hear from you.

Please submit your CV, a recent head-and-shoulders photograph, and a motivational letter outlining why you are the ideal candidate.

Applications to: hr@wolwedans.com

Closing Date: **31 March 2026**

Only shortlisted candidates will be contacted.

