



August Twenty Six Manufacturing (Pty) Ltd is a 100% wholly-owned new subsidiary of August 26 Holding Company (Pty) Ltd, established on the 17th March 2020 to engage in the manufacturing of various products, production, sales and trading, distribution, supply & delivery, retail and wholesale. The company aims to be a leading partner of choice and a preferred manufacturer of specialized modern garments, shoes and leather products, while making positive contributions towards Namibia's industrialisation. Its main operations are based in Windhoek and Okahandja.

We are seeking for a suitable qualified, young, vibrant and creative individual with a strong business acumen drive, to join our team in the following position:

## **PERSONAL ASSISTANT**

DUTY STATION: WINDHOEK

### **PURPOSE OF THE POSITION:**

To take full responsibility of the efficient operation of the MD's office by performing a variety of administrative and secretarial tasks in support of the MD and senior management and facilitating internal and external communications between the office of the MD and the stakeholders and customers.

### **KEY ACCOUNTABILITIES:**

#### **Management & Administration of the Office of the MD's Activities**

- Receive and direct calls and respond to enquiries for the MD's office in a polite and professional manner.
- Manage the MD's daily schedule, including arranging and prioritising meetings, appointments, and travel.
- Screen and handle emails, calls, and correspondence on behalf of the MD.
- Prepare, proofread, and edit documents, reports, and presentations for the MD.
- Take accurate minutes of meetings, circulate them, and follow up on action items.
- Organise complex domestic and international travel arrangements, including flights, visas, accommodation, and itineraries.
- Coordinate transportation and logistics to ensure punctuality and efficiency.
- Proactively adjust schedules to accommodate changes and unforeseen events.
- Liaise with senior executives, board members, clients, and key partners on behalf of the MD.

- Track progress on key initiatives and deadlines.
- Prepare summaries and briefs to keep the MD updated.
- Follow up on enquiries received to ensure that the enquirer is satisfied with the information, advice, or service provided.
- Welcome and attend to stakeholders in a professional manner and identify their needs.
- Receive, analyze, and subsequently forwards enquiries about services provided by the Company to the relevant Departments for further action.
- Prepare refreshments/ beverages (Tea, coffee, juice, water, etc.) for management and guests as requested.
- Act as point of first contact for internal and external parties with the MD's office, taking action when possible, referring to appropriate colleagues or bringing issues to the attention of the MD in a timely manner.
- Take action during the absence of the MD, use initiative and judgment to ensure that matters requiring immediate attention are referred to the appropriate authority and handled efficiently.
- Perform ad hoc personal errands for the MD.

## **MINIMUM SKILLS REQUIREMENTS**

**Minimum Educational Qualifications:** A relevant Degree (NQF Level 7) in the fields of Office Management/ Business Administration/ Secretarial Management, Marketing, Public Relations, Communications or equivalent.

**Minimum Experience Required:** A minimum of 3 years relevant working experience, preferably in the positions of Personal Assistant, Executive Assistant, Office Management, Senior Secretary or equivalent.

**Special Requirements / Licences:** Intermediate computer literate skills (MS Office Package [Word, Excel, PowerPoint, etc.], good command of English (spoken & written), excellent telephone and customer service etiquette as well as a valid code B drivers license.

## **APPLICATIONS:**

- Interested candidates meeting the minimum requirements are encouraged to submit their applications accompanied by a comprehensive CV and certified supporting documents to the following email address: [hr@a26man.com.na](mailto:hr@a26man.com.na)
- Please note that only shortlisted candidates will be contacted.

## **CLOSING DATE OF APPLICATIONS:**

29 June 2025