



Job Profile

Job Title	Administrative Assistant- Car Rental
Business Unit	Admin
Reporting to	Administrative Manager
Salary scale (Benchmark)	

Job Purpose
 The Administrative Assistant will provide comprehensive administrative, financial and operational support to ensure the smooth and efficient functioning of Gracious Whisp Car Rentals. This role is central to maintaining organised financial and administrative systems. The successful candidate will be highly organised, proactive, detail-oriented, and financially-focused

- Key Responsibilities**
- Administrative & Office Support**
- Provide general administrative support to management and operations teams.
 - Manage daily office operations, including filing systems (digital and physical), correspondence, and documentation control.
 - Ensure accurate financial data capturing, record keeping, and reporting.
- Financial & Operational Administration**
- Assist with invoicing, payment tracking, and reconciliation support.
 - Capture expenses, transaction records accurately and manage petty cash.
 - Support monthly reporting, audits, and compliance documentation.
 - Assist in stock control, procurement requests, and fleet documentation management.
- Compliance & Process Support**
- Ensure company policies and procedures are followed consistently.
 - Support the implementation of operational systems and workflow improvements.
 - Maintain confidentiality and professionalism at all times.
 - Maintain and update policy handbook.
 - Coordinate and manage engagements with HR consultants to support recruitment, compliance, performance management, and organisational development initiatives.
 - Support regulatory reporting and ensure timely processing, tracking, and renewal of all compliance permits, licences, and certification requirements.
 - Provide comprehensive procurement support, including vendor management, purchase order processing, and implementation of reporting systems to track performance, costs, and compliance.

Requirements:

- Grade 12 Certificate
- Fluent English required
- German, French and Spanish would be advantageous
- Driver's license would be advantageous
- Strong organisational and time-management skills.
- High level of accuracy and attention to detail, particularly in financial documentation and record-keeping.
- Solid understanding of basic accounting principles, invoicing, billing, and reconciliation processes.
- Experience in handling payments, receipts, petty cash management, and expense tracking.
- Ability to capture, process, and reconcile financial transactions accurately and timeously.
- Strong numerical and analytical skills with the ability to identify discrepancies and resolve issues efficiently.
- Proficiency in Microsoft Excel for financial tracking, reporting, and data analysis.
- Experience using accounting, invoicing, or booking systems (advantageous).
- Strong document management and filing skills, particularly for financial and contractual records.
- High levels of integrity, confidentiality, and accountability when handling financial information.
- Strong problem-solving ability with a proactive and solution-driven mindset.
- Ability to work under pressure, meet deadlines, and manage sensitive financial data responsibly.

Personal Attributes

- Professional, friendly, and approachable manner.
- High levels of integrity, reliability, and confidentiality.
- Self-motivated, proactive, and solution-driven.
- Ability to work independently and as part of a team.

Working Conditions

- Office-based role with operational support responsibilities.
- May require occasional weekend or after-hours support depending on business needs.
- Dynamic, fast-paced working environment.

What We Offer

- Opportunity to grow within a fast-growing Namibian tourism brand.
- Supportive and professional work environment.
- Exposure to tourism, logistics, and operations management.
- Competitive remuneration based on experience.