

HYPHEN Hydrogen Energy (Pty) Ltd

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Reg No. 2021/0412

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Vacancy

Receptionist and Office Administrator

ABOUT HYPHEN

HYPHEN Hydrogen Energy (Pty) Ltd (“Hyphen”) is a project development company established with the objective of developing, constructing and operating Green Hydrogen production facilities in Namibia to supply international and regional markets. The SCDI Namibian Green Hydrogen Project successfully bid on and awarded to HYPHEN Hydrogen Energy, consists of ~4,000km² of land within the Tsau//Khaeb National Park for the development of Green Hydrogen. This site is amongst the top 5 resource rich locations in the world for co-located onshore wind and solar, ideally suited for the development of southern Africa’s first gigawatt scale Green Hydrogen project. This US\$9.4 billion project is planned to be developed in phases, at full development targeting 300,000 metric tons of Green Hydrogen production a year from 5GW of renewable generation capacity and 3GW electrolyser.

ABOUT THE ROLE

As a vital member of our team, the Receptionist and Office Administrator plays a central role in maintaining the smooth and efficient operation of our workspace. This dynamic position encompasses a wide range of responsibilities that contribute to the overall productivity and functionality of our head office in Windhoek.

DUTIES AND RESPONSIBILITIES

1. **Front-desk Management:**

- Be the first point of contact for visitors, offering a warm and professional welcome to the Hyphen office.
- Provide limited concierge services to visitors attending meetings in the office, assisting with inquiries, directions, and ensuring guests are well looked after.
- Handle incoming telephone calls and email inquiries, directing them to the appropriate team members and providing information as needed.
- Manage office access control and allocate parking to new staff, as well as arrange access and parking for visitors.

2. **Administrative Support:**

- Coordinate office staff events and meetings including off-site meetings, Christmas parties, team building events, and functions to foster a positive workplace culture.
- Assist senior management, where required, in populating expense claims.
- Establish and maintain organized filing systems for important documents, ensuring easy access and retrieval as required.

- Coordinate internal meetings, appointments, and conference room bookings, ensuring efficient use of time and resources.
 - Book travel arrangements for staff, including flights, accommodations, and transportation, and manage related logistics.
 - Maintain and distribute various calendars, including the annual events calendar, leave calendar, and birthday calendars.
 - Perform all other administrative support and office operations services as required from time to time.
- 3. Facilities Maintenance:**
- Oversee the maintenance and repair of IT equipment, including phones, computers, and video-conferencing systems.
 - Maintain records of all IT equipment, including serial numbers issued to staff (laptops, phones, etc.).
- 4. Mail and Deliveries:**
- Handle all electronic and physical mail received, including courier dispatch, to ensure timely and accurate distribution.
 - Receive and notify recipients of incoming shipments and deliveries.
- 5. Office Supplies:**
- Monitor and manage office supplies, maintain inventories, and reorder items as necessary to keep the office well-stocked and operational.
 - Manage kitchen and cleaning materials stock levels, including ordering supplies.

QUALIFICATIONS AND EXPERIENCE

- Grade 12.
- Certificate in Office Administration or higher qualification.
- At least 8-10 years' experience in reception and/or administration and/or office management.
- Strong organizational skills with meticulous attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in office software, including Microsoft Office Suite.
- Ability to multitask and prioritize effectively in a fast-paced environment.
- Discretion and professionalism in handling sensitive information.
- Strong problem-solving skills and a proactive approach to office management.

Application Procedure:

HYPHEN extends equal opportunities to all candidates, valuing diversity in experiences and backgrounds. We exclusively accept applications for this role through our recruitment portal, [View job details \(jobopportunities.net\)](#). Ensure your application includes a well-crafted cover letter, a comprehensive CV, and authenticated copies of relevant qualifications.

Step into a world of opportunity and significance as you embark on a mission to contribute to the future of sustainable energy. Join our team as a Receptionist and Office Administrator, where you'll play a vital role in ensuring the efficient operation of our office in Windhoek. This position offers you the chance to be the welcoming face of our organization, manage administrative tasks, and maintain a smoothly running workspace, all while supporting our commitment to renewable energy and sustainability.

Application Deadline: September 29, 2023.