



# MEATCO

Namibia

# VACANCY

**EXECUTIVE ASSISTANT**

**JOB GRADE: C3**

**LOCATION: WINDHOEK**

## Purpose of the Job

To provide high-level, confidential administrative and executive support to the CEO, ensuring the smooth, efficient, and professional operation of the Office of the CEO. The role supports all initiatives undertaken by the CEO, manages sensitive information with discretion, and serves as a key liaison between the CEO with the Board, Executive Team, Staff, and external stakeholders.

## Qualifications & Experience

- Bachelor's Degree in Business Administration, Communications, Office Administration or equivalent (NQA Level 7).
- Minimum of five (5) years' relevant experience.
- Advanced proficiency in Microsoft Office Suite.
- Strong writing, editing, and communication skills.
- Strong organisational, planning, and time-management abilities.
- Ability to work independently, exercise discretion, and manage multiple priorities.
- Namibian Citizen with a valid Code BE Namibian driver's licence.

## Key Performance Areas

- Provide comprehensive executive and administrative support to the CEO, including calendar management, correspondence handling, and preparation of reports, presentations, and business documents.
- Manage travel arrangements, itineraries, visas, and documentation for CEO-related engagements.
- Act as a gatekeeper and liaison between the CEO, Board, executive team, staff, and external stakeholders.
- Review, prioritise, and route incoming communication and documentation for the CEO.
- Prepare agendas, take minutes, track action items, and ensure timely follow-up for meetings including Exco and stakeholder engagements.
- Organise and coordinate events, hospitality functions, business meetings, and stakeholder interactions.
- Maintain confidential filing systems, documentation, and administrative records.
- Support financial administration including invoices, contractor payments, personal expenditure, and credit card reconciliations.
- Manage office administration processes, budgets, suppliers, and procurement of goods and services.
- Support facilities management and maintenance of the administration building in collaboration with the Operations Manager.
- Ensure adherence to company policies, procedures, and financial standards.
- Oversee the smooth running of the CEO's Office.
- Keep up-to-date with new office systems, applications, and administrative best practices.

**Please note that only short-listed applicants will be contacted. Suitable candidates from Designated Groups are encouraged to apply.**

Please Submit Your CV and supporting documents to:  
[erecruitment@meatco.com.na](mailto:erecruitment@meatco.com.na)

**CLOSING DATE**

**13 March 2026**