

Namib Lead & Zinc Mining (NLZM) is a zinc and lead development company with a high grade, low cost development project with access to infrastructure in Namibia. Based on the mine outside of Swakopmund, NLZM is seeking a qualified individual for consideration for the position of:

## **OFFICE ADMINISTRATOR**

The main purpose of the job is the accurate capturing, recording and payment of supplier invoices and providing high quality professional office administration support.

**Duties will include but not be limited to the following:**

- Finance & Administration Support.
- Performs accounts payable functions by matching purchase orders to invoices and the correct and timeous processing of supplier invoices on Sage 300.
- Prepare and process procurement purchase orders.
- Compiling payroll data and assist with other payroll duties.
- Prepare Internet payments of suppliers.
- Perform creditor reconciliations.
- Ensure correct VAT processing.
- Assist with Audits.

**Minimum Requirements:**

- Grade 12 with Mathematics & Accounting.
- Formal qualification in the field of Finance and Accounting will be an added advantage.
- At least 2 years' experience in an accounting & administration environment
- Understanding of basic bookkeeping, procurement and payroll administration will be an added advantage.
- Good working knowledge of Computerized Accounting Systems. Sage 300 will be an added advantage.
- Strong reading, speaking & writing skills.
- Valid Code 8 driver's licence
- Namibian Citizenship.

***NB Should be prepared to work overtime on an "ad hoc"basis as and when the job demands***

**Benefits:** We offer a market related remuneration

**CLOSING DATE: 12 JULY 2019**

Interested and **suitably qualifying candidates** are to submit a **Comprehensive CV with ALL relevant supporting documentation** by email to [recruitment@namibleadzinc.com](mailto:recruitment@namibleadzinc.com) with the Position Title in the subject line.

**Previously disadvantaged Namibians are encouraged to apply.**

**ONLY short listed candidates will be contacted for interviews and assessments**