



BYWASH

CHEMICALS



WALVIS BAY

Receptionist / Front Desk Administrative Clerk

Baywash Chemicals (Walvis Bay) is looking for an organised, professional and customer-focused **Receptionist / Administrative Clerk** to support the daily operations of our Walvis Bay branch.

The successful candidate will be responsible for reception and general administrative duties, including answering and transferring telephone calls, managing correspondence, invoicing, assisting customers and welcoming visitors.

RESPONSIBILITIES

- Answering and transferring telephone calls.
- Welcoming visitors and directing them to the appropriate department or staff member.
- Scheduling appointments for staff members and executives.
- Processing invoices and assisting customers with account-related queries.
- Organising and maintaining billing, customer and client records.
- Sorting and distributing incoming correspondence.
- Responding to customer enquiries politely, professionally and promptly.
- Providing general clerical and administrative support.

REQUIREMENTS AND SKILLS

- Grade 12 and at least two years of relevant administrative or secretarial experience.
- Strong numerical and organisational skills.
- Basic bookkeeping experience.
- Proficiency in Microsoft Office.
- Familiarity with AI tools such as ChatGPT or Claude would be advantageous.
- Fluency in written and spoken English.
- Strong interpersonal and communication skills.
- A professional, customer-focused approach.
- Ability to work effectively as part of a team.

To apply please email your CV to **hr@baywash.com.na**
by **30 August 2026**