

2025 VACANCY

PRIVATSCHULE
SWAKOPMUND



CREDITOR ADMINISTRATOR

Private School Swakopmund commenced teaching students in 1998 and has from humble beginnings, developed into a School with a German and English stream ranging from Grade RR to A-Levels. Given the expansion of the School, we offer a half-day position as a **CREDITOR ADMINISTRATOR** in our administration department. This role has the potential to transition into a full-time position.

KEY DUTIES

- Sole responsibility for receiving and processing of invoices
- Ensuring timely and accurate payments to creditors
- Assist with clerical and administrative tasks
- Maintain financial filing system.

SKILLS AND EXPERIENCE

- Grade 12 / Matric School Leavers Certificate
- Qualification in basic accounting and stock control procedures would be an advantage
- 3+ years' experience in this role
- Ability to maintain a high level of accuracy in preparing and entering financial information
- Maintain confidentiality of all information
- Creditors Database Management
- Strong proficiency in both spoken and written English and Afrikaans, with German being an additional asset

- Ability to work under pressure
- Telephone skills, general office duties, and clear communication with all stakeholders
- Proficiency in MS Office (Excel, Outlook, and Word)
- In possession of a valid driver license and own vehicle
- Residence in Swakopmund.

Applicants must be Namibian citizens or have the right to permanently reside and work in Namibia.

Shortlisted candidates will be contacted, and should be open to diverse assessments.

We value colleagues who:

- Make a positive contribution to our team spirit
- are enthusiastic about being their work and show excellent work ethics;
- are innovative and flexible;
- are prepared to contribute to school activities;
- are loyal and enthusiastic about our School, its students and their team of colleagues.

If you are interested in working in a dynamic team, you are invited to submit your complete application together with references, certified copies of certificates and residence status by electronic mail only.

Application due date: 02 June 2025

Start date: 16 July 2025

Private School Swakopmund
PO Box 4053, Vineta, Swakopmund

www.pss.com.na

E-Mail: vacancies@pss.com.na

Shortlisted candidates will be contacted.