

VACANCY

Position Title:	Receptionist & Front Office Administrator
Duty Station:	Harare, Zimbabwe
Type of Appointment:	Permanent
Estimated Start Date:	15 July 2025
Reference Number:	NVF2025/03
Application Closing Date:	4 July 2025

Key Responsibilities:

- Warmly greet and assist visitors, creating a professional first impression.
- Promptly answer, screen, and transfer multi-line phone calls, taking accurate messages.
- Maintain a clean, organized, and well-stocked reception and front-office area.
- Efficiently manage incoming/outgoing mail, packages, couriers, and office protocols (visitor badges, access logs).
- Organize physical and digital filing systems while drafting, proofreading, and formatting documents and meeting minutes.
- Coordinate calendars, meetings, travel and accommodations.
- Oversee office assets and equipment – coordinating vendor servicing, repairs, and inventory.
- Assist with property/tenancy coordination: liaise with vendors, schedule inspections, and maintain related documentation. (internal)
- Engage customers and visitors by promoting services, responding to inquiries, tracking leads, and identifying upselling opportunities.
- Demonstrate a polished appearance; excellent communication; proactive organization and multitasking; proficiency in office systems; and strong interpersonal demeanor

Requirements:

1. Diploma or degree in Secretariat & Office Management, Business Administration, or related field preferred
2. 5 O' Levels, including English.
3. **Minimum 2 years** in a similar front office, receptionist, or administrative support role.
4. Valid Class 4 Driver's License.

How to Apply:

Interested and qualified candidates must email your curriculum vitae to careers@nvccz.com with the subject line: **RECEPTIONIST/OFFICE ADMINISTRATOR**

Required Documents:

1. Curriculum Vitae (CV) with:
 - Full names
 - Place and date of birth
 - Contact information
2. Copy of national identification
3. Proof of qualifications
4. Current salary (if employed)
5. Date of availability
6. Three (3) traceable referees

Only shortlisted candidates will be contacted.

No late applications will be accepted.

Equal Opportunities:

NVCCZ is an **equal opportunities** employer and we welcome applications from diverse candidates and female candidates are also encouraged to apply.