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CLEANER/MESSENGER

JOB DESCRIPTION SUMMARY

The cleaner/messenger is responsible for the general cleanliness of all the offices and the surrounding environment and also tackle any other issues such as banking as maybe directed by the supervisor

JOB DETAILS

Location: Windhoek

Position Type: Full time

Supervisor: Head of Non-Academic Affairs

DUTIES & RESPONSIBILITIES

Responsibilities

The incumbent will perform the following duties:

- ✓ Responsible to do the maintenance and cleanliness to the GETI offices and the surrounding areas which includes floors, windows, doors, cupboards, filling cabinets, working stations, chairs, kitchen facilities, bathrooms and toilet facilities and any other GETI properties.
- ✓ Ensure that all bath rooms / toilets facilities are always clean. Regularly check and provide toilet supplies when needed. Arrange to disinfect the toilet facilities when required.
- ✓ Ensure that all doors and windows are properly closed / locked.
- ✓ Make photocopies of document / reports as requested by superiors.
- ✓ Deliver documents, mails and other related office supplies to the concerned staff members
- ✓ Ensuring that office machines, air conditioners, lights, etc., are turned off after working hours.

- ✓ Assist staff with messengerial duties.
 - ✓ Circulate inter-office memos/mail.
 - ✓ Does shopping for the office.
 - ✓ Perform any other duties as requested by the supervisor.
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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- ✓ Courtesy and tactful in dealing with staff and visitors.
 - ✓ Good knowledge of modern office procedures
 - ✓ Ability to sustain good working relations with colleagues.
 - ✓ Excellent communication and organizational skills
 - ✓ Strong interpersonal and problem-solving abilities
 - ✓ Highly responsible & reliable
 - ✓ Ability to work cohesively as part of a team
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MINIMUM REQUIRED QUALIFICATIONS

- ✓ Secondary or technical or commercial education followed by an on-the-job training in equipment handling.
 - ✓ At least one year of experience in an office environment with similar duties.
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APPLICATION

To apply, please e-mail the below documents in a single pdf file to **Ms. Maria Penondadi** at info@globalinsti.com

- Curriculum Vitae (CV)
- Names and complete contact information for three references.

Global Edge Training Institute is a welcoming and vibrant community committed to supporting a diverse workforce, and actively seeks applications from women, minorities and other persons from traditionally underrepresented groups. Global Edge Training Institute is an equal opportunity provider and employer. The Institute reserves the right to extend the closing date if deemed necessary and reserves the right to make no appointment.