



Vacancy Receptionist

About BHL GROUP

BHL GROUP is a dynamic entity specializing in the transport of various commodities with value-added services and facilities. We provide optimal Transport and Logistical Solutions throughout sub-Saharan Africa and the rest of Africa.

About the Role

Are you a well-organized and personable professional looking to grow your administrative career in the logistics sector? BHL GROUP is seeking a reliable **Receptionist** to join our vibrant team in **Walvis Bay**.

Location: Walvis Bay

Duties and Responsibilities

As a Receptionist at BHL GROUP, you will be the first point of contact for our company. Your responsibilities will include:

- Greeting visitors and directing them appropriately.
- Answering, screening, and forwarding incoming calls in a professional manner.
- Managing the reception area and ensuring it is tidy and welcoming at all times.
- Handling incoming and outgoing mail and courier deliveries.
- Providing general administrative and clerical support to various departments.
- Managing meeting room bookings and schedules.
- Assisting with basic data entry and document management tasks.
- Performing other front-desk duties as required by the management team.

Qualifications and Experience

To be considered for this role, you should meet the following criteria:

- Grade 12 (essential).
- A certificate in Office Administration or Business Administration will be an added advantage.
- Minimum 1–2 years of proven experience .
- Prior experience in a transport or logistics environment will be an added advantage.
- Proficiency in Microsoft Office Suite (Word and Outlook).
- Fluent in English and Afrikaans (written and verbal).
- Excellent telephone etiquette and interpersonal communication skills.
- Must be punctual, discreet, and customer-service oriented.

Application Procedure

BHL GROUP is committed to equal opportunity employment. We encourage applications from individuals with disabilities and previously disadvantaged groups. If you meet the above requirements and are eager to join a fast-paced and professional environment, please apply through our recruitment portal at www.jobopportunities.net. Be sure to include a detailed cover letter, your CV, and relevant supporting documents.

Join our team and become the welcoming face of BHL GROUP in Walvis Bay.

Application Deadline

18 July 2025