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Operations (Ops) Consultant – Guest Relations

Job Location
Noordoewer, Namibia

Salary Package:
N$6 – 14K (depending on experience), plus accommodation.

About the Position
We are looking for an organised, friendly and customer-focused Operations Consultant (Ops Consultant) to assist with bookings, guest relations and daily administrative operations at our adventure camp in Noordoewer, Namibia.

The ideal candidate will help ensure that bookings run smoothly, is comfortable working with POS systems while also interacting directly with guests and supporting the day-to-day running of the camp.

Responsibilities:

- Handle bookings, enquiries, reservations, amendments and cancellations.
- Assist with guest arrival preparations, welcome guests, manage check-in and check-out, and provide assistance during their stay.
- Maintain accurate guest booking records and communicate relevant information to the team.
- Operate the camp's POS/PMS system and process guest transactions and payments.
- Assist with clerical and administrative tasks.
- Coordinate with relevant teams to support guest services and the smooth running of daily camp operations.

Requirements:

- Namibian Citizen (non-negotiable)
- Must have matric/Grade 12
- Fluency in English and Afrikaans.
- Valid driver's license
- Experience in adventure tourism, operations, hospitality, guest relations or a similar customer-facing role.
- Computer literate, with experience using Microsoft 365
- Proficiency in operating POS/PMS systems.
- Exceptional interpersonal and communication skills to handle diverse guest needs.
- Strong organisational skills, attention to detail and effective time management.
- Ability to manage multiple tasks, prioritise effectively and work independently.
- Valid passport and willingness to travel.
- Willingness to work & reside at camp, 8km West from Noordoewer.
- Accounting/ general bookkeeping experience (advantageous)

Employment Type
Full-time

Industry
Adventure Tourism

To Apply:
Download & Complete Application Form below.

Send CV and Completed Application Form to hr@bundi.co.za

Date posted
23rd October 2026