



VACANCY

Industrial Gas Namibia (IGN)

As an Equal Opportunity Employer, Industrial Gas Namibia (IGN) invites suitably qualified candidates to apply for the position of:

Finance and Operations Clerk

Duty Station: Walvis Bay

Main Purpose of the Position:

Who will be responsible for providing support in completing bookkeeping, clerical, and administrative tasks.

Key Performance Areas:

- Process receipts, payment requests, and petty cash accurately and on time.
- Manage client account settlements, including following up on overdue accounts.
- Identify and resolve invoicing issues and accounting discrepancies promptly.
- Maintain complete, accurate and well-archived accounting records.
- Reconcile accounts and prepare basic reports for the Financial Manager on a [weekly/monthly] basis.
- Other relevant duties as required.

Minimum Requirements:

- Degree/Diploma in Finance & Accounting or Business Administration.
- 3 years of working experience in an accounting/finance environment.
- Proficient in a variety of computer software applications including Microsoft Office Suite (Word, Excel, Outlook) and Sage Pastel is a must.
- Multi-tasking and time-management skills, with the ability to prioritize tasks.

How to Apply:

Please email your application letter, CV, and certified copies of all relevant documents to:
hr@nmkholdings.com.na

For enquiries, contact: Human Resources Department – 061 248 000

Only shortlisted candidates will be contacted.

Due Date: 21st August 2026

Windhoek Branch

Tel: +264 (0)61 260 387 | Block C1, Jan Marais Street, Northern Industrial Area

Walvis Bay Branch

Tel: +264 (0)64 221 571 | 34 Hana Meputami Road

