

Secretary / Administrative Executive

Description

We are seeking a professional and highly organized Secretary/Administrative Executive who can efficiently manage the front desk, coordinate guest interactions, and provide administrative support across all business sections.

Responsibilities

- Serve as the first point of contact for visitors, clients, and business partners, ensuring a warm and professional reception.
- Understand and navigate the different business units within the company to efficiently direct visitors and inquiries to the appropriate department.
- Manage phone calls, emails, and other communication channels, ensuring prompt and accurate responses.
- Handle scheduling, meeting arrangements, and appointment coordination for executives and departments.
- Provide administrative support, including data entry, document preparation, filing, and maintaining office supplies.
- Assist in handling client complaints, queries, or requests, offering quick resolutions or escalating them to the relevant department.
- Maintain an organized and professional front desk environment, ensuring smooth office operations.
- Manage incoming and outgoing correspondence, including courier services and official company mail.
- Carry out administrative tasks, including document processing and staff coordination when required.
- Ensure confidentiality and security of company documents and sensitive information.

Qualifications

- Education: Bachelor's Degree or Diploma in Business Administration, Office Management, or a related field.
- Experience: Minimum of 2-3 years of experience in a secretarial, administrative, or front-desk role, preferably in a multi-sector company. NGN100,000 – NGN120,000, plus benefits such as additional commission to basic, paid leave, and professional development opportunities.

Skills

- Excellent verbal and written communication skills.
- Strong interpersonal skills with the ability to engage professionally with clients and colleagues.
- Ability to multitask and work efficiently in a fast-paced environment.
- High proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong organizational and problem-solving skills.
- Ability to handle confidential information with discretion.
- Professional appearance and demeanor.
- Knowledge of office procedures and administrative best practices.

Job Benefits

Hiring organization

Best Adeoluwa Global Investment Limited

Employment Type

Full-time

Working Hours

8am – 5pm, Monday – Friday

Base Salary

₦ 100000 - ₦ 120000

Date posted

February 11, 2025

Valid through

15.02.2025

- Salary: NGN100,000 – NGN120,000 monthly
- Opportunity for additional commission to basic salary
- Paid leave, and professional development opportunities.