

Executive Assistant with Sound Administrative Skills in Victoria Island.

Recruitment Manager: Globalclique HR

Job Vacancy: Executive Assistant with Sound Administrative Skills.

Location: Victoria Island, Lagos State

Employment Type: Full-time

Work Hours: 8:00 AM – 5:00 PM

Job Description:

We are seeking an organized and proactive Executive Assistant with excellent administrative skills to support our executive team in Victoria Island, Lagos. The ideal candidate will manage schedules, coordinate meetings, and handle confidential information with the utmost discretion. This role requires a self-starter with strong communication abilities, exceptional time-management skills, and the capacity to anticipate the needs of the executives.

Requirements:

Proven experience as an Executive Assistant, Personal Assistant, or in a similar administrative role.

Excellent organizational and multitasking abilities.

Strong communication skills, both written and verbal.

High level of professionalism and confidentiality.

Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

Ability to prioritize tasks, work under pressure, and meet deadlines.

Strong problem-solving skills and attention to detail.

Qualifications:

HND/ Bachelor's/ Master's degree in Business Administration, Management, or a related field.

Five (5) years of experience in an administrative or executive support role.

Experience in event planning, project management, or office administration is an advantage.

Certification in office management or administrative support is a plus.

Job Responsibilities:

Provide high-level administrative support to executives, including managing schedules, organizing meetings, and coordinating travel arrangements.

Act as the first point of contact for the executive, handling correspondence, emails, and phone calls with professionalism.

Prepare and edit reports, presentations, and other documents as needed.

Conduct research and compile data to assist with decision-making processes.

Organize and maintain filing systems for both digital and physical documents.

Coordinate and assist in planning corporate events and meetings.

Handle confidential information with integrity and discretion.

Manage office supplies and resources to ensure smooth daily operations.

Liaise with internal teams and external clients on behalf of the executive.

If you are a highly organized professional looking to make a meaningful impact, we would love to hear from you. Please submit your resume and cover letter to hr@globalclique.net