

# **JOB VACANCY: CONFIDENTIAL SECRETARY IN ABEOKUTA**

## **About the Company**

**we are** a growing real estate and property development company committed to delivering quality residential and commercial property solutions. We are seeking a highly organized, trustworthy, and professional Confidential Secretary to support senior management and ensure smooth administrative operations.

## **Job Summary**

The Confidential Secretary will provide high-level administrative and secretarial support, manage confidential information, coordinate schedules, and ensure effective communication within and outside the organization. The ideal candidate must demonstrate discretion, excellent organizational skills, and strong attention to detail.

## **Key Responsibilities**

- Provide confidential secretarial and administrative support to management.
- Manage and maintain executives' schedules, appointments, and meetings.
- Prepare, type, edit, and format correspondence, reports, memos, and documents.
- Handle confidential files, records, and sensitive information with utmost discretion.
- Receive, screen, and manage phone calls, emails, and visitors professionally.
- Coordinate meetings, take minutes, and follow up on action points.
- Maintain an efficient filing system (both physical and electronic).

- Assist with office coordination and general administrative duties as required.
- Liaise with internal departments and external stakeholders on behalf of management.

## **Requirements & Qualifications**

- Minimum of OND/HND/BSc in Secretarial Administration, Business Administration, or a related field.
- Proven experience as a Confidential Secretary or Executive/Personal Secretary.
- Excellent written and verbal communication skills.
- Strong organisational, time management, and multitasking abilities.
- High level of integrity, professionalism, and confidentiality.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently with minimal supervision.
- Must be resident in Abeokuta or willing to relocate.

## **Benefits**

- Competitive salary
- Supportive and professional work environment
- Opportunity for career growth and skill development
- Job stability within a growing real estate company
- Paid leave and other statutory benefits

## **How to Apply**

Interested and qualified candidates should send their CV to **hr@globalclique.net** using **“Confidential Secretary – Abeokuta”** as the subject of the email.