JOB VACANCY: EXPERIENCED ADMINISTRATIVE EXECUTIVE / SECRETARY IN IKEJA

About Us:
We are a fast-growing interior design and décor company focused on transforming residential and commercial spaces into stunning and functional environments. We are committed to creativity, quality, and exceptional client service.

Job Summary:
We are in search of a highly organized and proactive **Administrative Executive / Secretary** to support the smooth operation of our office. The ideal candidate must be experienced, detail-oriented, and able to multitask efficiently in a dynamic work environment.

Key Responsibilities:

- Handle general administrative duties including answering calls, responding to emails, and managing appointments.
- Maintain and organize files, records, and confidential documents.
- Schedule and coordinate meetings, events, and appointments.
- Draft correspondences, reports, and internal memos.
- Provide administrative support to the management team.
- Manage office supplies and oversee inventory.
- Ensure a professional and welcoming office environment.
- Follow up on internal and external communications promptly.

Requirements:

- Minimum of OND/HND/B.Sc in Business Administration, Office Management, or related fields.

- Minimum of 2—3 years proven experience as an administrative officer, executive assistant, or secretary.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and handle multiple tasks simultaneously.
- Strong attention to detail and problem-solving skills.

Benefits:

- Competitive salary
- Professional and friendly work environment
- Opportunity for growth and career development
- Access to industry training and learning resources
- Performance-based incentives and bonuses
- Paid public holidays and occasional staff welfare packages

How to Apply:
Interested and qualified candidates should send their CV to **globalcliquehr@gmail.com** with the subject line: **"Administrative Executive "**