

Vacancy: **Confidential Secretary – Lagos Island**

About the Company:

We are a leading firm of Estate Surveyors and Valuers in Nigeria, specializing in property valuation, estate agency, property management, facility management, and real estate consultancy. With a reputation for excellence and integrity, the firm provides tailored solutions to meet diverse client needs in both the private and public sectors.

Job Summary:

We are looking for a highly organized and discreet **Confidential Secretary** to provide executive-level administrative and secretarial support for a professional services firm.

Responsibilities:

- Manage executive schedules, meetings, and appointments.
- Draft, review, and prepare official documents and reports.
- Handle sensitive and confidential information with discretion.
- Maintain filing systems and safeguard confidential records.
- Liaise with internal and external stakeholders on behalf of executives.
- Provide general administrative and clerical support to management.

Requirements:

- HND / B.Sc. in Secretarial Studies, Business Administration, or related field.
- 3–5 years proven experience as a confidential or executive secretary.
- Excellent communication and interpersonal skills.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook).
- High level of discretion, integrity, and professionalism.
- Strong organizational and multitasking skills.
- Ability to work under pressure and meet deadlines.

Benefits:

- Competitive salary.
- Opportunity to work with senior executives.
- Professional development and learning opportunities.
- Stable and reputable work environment.

How to Apply:

Interested and qualified candidates should send their CVs to **hr@globalclique.net** using *“Confidential Secretary in Lagos Island”* as the subject of the email.