

# Vacancy for Secretary in Surulere, Lagos State.

Job Title: Secretary

Location: Surulere, Lagos

Employment Type: Full-time

Responsibilities:

- Welcoming visitors and clients.
- Answering phone calls.
- Responding to emails.
- Scheduling meetings.
- Preparing conference rooms for meetings.
- Making travel arrangements for executives.
- Printing and copying documents as needed.
- Organizing and distributing messages.
- Maintaining company schedules.
- Organizing documents and files.
- Documenting financial information.
- Maintaining and ordering office supplies

Requirements:

- Proficiency with Microsoft Office.
- Excellent computer literacy.
- Excellent interpersonal skills.
- Ability to multitask.
- Excellent communication skills.
- Excellent time management skills.
- Prior experience in administration would be advantageous.
- Candidates must possess an OND, HND or a B.Sc in secretarial management.

Application Closing Date  
31st October, 2024.

### How to Apply

Interested and qualified candidates should send their CVs to: [bss\\_consulting@yahoo.com](mailto:bss_consulting@yahoo.com) or [info@bss-ng.com](mailto:info@bss-ng.com) using the Job Title as the subject of the email.

Note: Preference will be given to those living within surulere and environment.