

VACANCY FOR THE POST OF ADMINISTRATIVE EXECUTIVE

About the Company

Our Company is a vibrant and growing interior design and home décor brand offering customized solutions that redefine spaces. From furniture selection to space planning, we blend creativity with functionality to meet the aesthetic and lifestyle needs of our clients.

Position Summary

We are seeking a proactive and highly organized **Administrative Executive** to support the day-to-day operations of the business. The ideal candidate will manage administrative tasks, coordinate schedules, handle client correspondence, and assist in ensuring smooth office operations.

Key Responsibilities

- Oversee daily administrative operations and office coordination
- Handle scheduling, calendar management, and meeting arrangements
- Respond to calls, emails, and client inquiries professionally and promptly
- Maintain organized filing systems (both digital and physical)
- Assist in procurement of office supplies and inventory tracking
- Support the finance team with petty cash records and expense reporting

- Coordinate staff activities and internal communication
- Prepare and manage reports, documents, and internal memos
- Liaise with vendors, clients, and service providers on administrative matters

Requirements

- Minimum of OND/HND/B.Sc. in Business Administration, Office Management, or related field
- At least 1–2 years of relevant experience in an administrative or front-office role
- Excellent written and verbal communication skills
- Strong attention to detail and ability to multitask
- Proficient in Microsoft Office (Word, Excel, Outlook) and digital tools
- Good organizational and problem-solving skills
- Professional demeanor and ability to maintain confidentiality
- Experience in a design, lifestyle, or creative industry is an advantage

How to Apply

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