

VACANCY FOR THE POST OF OFFICE ASSISTANT IN IKOTA LEKKI, LAGOS, NIGERIA

Our Profile

Mo Grills is one of Lagos' fast-rising culinary brands, known for delivering premium food experiences with unmatched flavor and service. Located in the heart of Ikota, Lekki, we are redefining the casual dining landscape through exceptional customer service and operational excellence.

As part of our expansion, we are seeking a reliable and well-organized **Office Assistant** to support our daily administrative and operational tasks.

Role Overview

The ideal candidate is dependable, detail-oriented, and able to multitask in a dynamic food service environment. You will support the team in ensuring smooth office operations, maintaining documentation, and assisting in basic logistical and clerical duties.

Key Responsibilities

- Handle basic clerical and administrative tasks, including filing, photocopying, and record-keeping.
 - Run errands such as purchasing office supplies, dispatching documents, or coordinating deliveries.
 - Keep the office environment clean, organized, and well-stocked.
 - Receive visitors and assist with basic customer or

vendor inquiries.

- Support inventory checks and stock updates for the restaurant.
- Assist with communication between kitchen, service staff, and management.
- Handle simple correspondence and report submission as directed.
- Provide ad hoc support to other departments when needed.

Requirements

- SSCE / OND / NCE in any discipline.
 - Minimum of 1 year experience in a similar support role is an advantage.
 - Ability to communicate clearly and professionally.
 - Trustworthy, punctual, and organized.
 - Basic computer knowledge (MS Word/Excel) is an added advantage.
 - Willingness to learn and take initiative.
 - Resides within Lekki or surrounding areas.

How to Apply

- Interested candidates should send their CVs to **hr@globalclique.net**
 - Use the job title **“Office Assistant”** as the subject of the email.
 - Only shortlisted candidates will be contacted.