

# Vacancy: Personal Assistant to the CEO – Ikoyi, Lagos

## About the Company:

We are a diversified transportation conglomerate with operations spanning logistics, haulage, fleet management, and passenger transport solutions. With a strong footprint across Nigeria and a reputation for operational excellence, the company is committed to innovation, efficiency, and superior service delivery in the transportation sector.

## Job Summary:

We are seeking a highly organized and proactive **Personal Assistant** to provide executive support to the CEO of a leading transportation conglomerate. The successful candidate will be responsible for managing schedules, coordinating meetings, preparing documents, and handling confidential matters with discretion while ensuring smooth daily operations at the executive level.

## Responsibilities:

- Provide high-level administrative and executive support to the CEO.
- Manage calendars, appointments, meetings, and travel arrangements.
- Draft, review, and manage correspondence, reports, and presentations.
- Liaise with internal teams, business partners, and external stakeholders on behalf of the CEO.
- Handle confidential information with the highest level of professionalism and discretion.
- Ensure timely reminders, task follow-ups, and effective workflow management.
- Support the CEO in project coordination and business research as required.

- Maintain efficient filing systems and documentation management.

### **Requirements:**

- HND / B.Sc. in Business Administration, Secretarial Studies, or a related field.
- Minimum of 3–5 years' experience as a Personal Assistant, Executive Assistant, or in a similar role.
- Excellent communication, writing, and interpersonal skills.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and digital collaboration tools.
- Strong organizational and multitasking skills with keen attention to detail.
- High level of discretion, integrity, and professionalism in handling sensitive information.
- Ability to work under pressure, meet deadlines, and adapt to a fast-paced executive environment.
- Proactive, resourceful, and confident with problem-solving skills.

### **Benefits:**

- Competitive salary package.
- Opportunity to work closely with the CEO of a leading transportation conglomerate.
- Career development and exposure to high-level corporate strategy.
- Professional and dynamic work environment.

### **How to Apply:**

Interested and qualified candidates should send their CVs to **hr@globalclique.net** using *"Personal Assistant in Ikoyi"* as the subject of the email.