

Administrative Manager

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Company: Jobvet Services

Location: Maitama

Category: other-general

Responsibilities:

- Oversee day-to-day administrative operations, including office management, correspondence, and scheduling.
- Coordinate and facilitate communication between different departments and team members.
- Manage office supplies, equipment, and facilities to ensure a productive and efficient work environment.
- Assist in the preparation and execution of real estate transactions, including documentation and client communication.
- Handle inquiries from clients, vendors, and other stakeholders in a professional and timely manner.
- Supervise administrative staff and provide guidance and support as needed.

Requirements:

- Bachelor's degree in Business Administration, Real Estate, or a related field preferred.
- Proven experience in office management or administrative roles.
- Excellent organizational and multitasking abilities, with a keen eye for detail.
- Strong communication and interpersonal skills, with the ability to interact effectively with diverse individuals.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Knowledge of real estate industry practices and terminology is advantageous but not

required.

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