

## Executive Assistant to the Chairman(Expatriate)

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Company: StreSERT Services Limited

Location: Lagos

Category: construction-and-extraction

Job title: Executive Assistant to the Chairman(Expatriate) Location: Lagos, Nigeria Purpose: Our client is a Group of companies with over 3 decades of business operations in areas such as power generation, real estate, construction and automobile. The Group has so far established itself as a renowned and trusted brand providing reliable, top-quality solutions for Nigerians. Job Summary: The Executive Assistant will serve as the administrative and functional point person for the Chairmans corporate, community, and personal matters. To ensure the smooth functioning of activities and processes in multiple lines of business. Key responsibilities: Manage multiple projects as assigned by the Chairman related to diverse lines of business, community, and personal interests with inter-related activities and relationships. Coordinates calendar, travel, meeting, and schedule arrangements for the Chairman, staff, business partners, and customers. Includes initiating contact and securing appointments, equipment, and facilities as appropriate. Works closely with other team members to ensure the Chairmans preparation for meetings, presentations or other engagements. Administrative and functional activities include but are not limited to: 1. Taking phone calls; 2. maintaining personal and business files; 3. corporate record keeping for multiple entities; 4. supporting marketing and strategic planning activities; 5. note taking and creating documentation 6. filing, storage and retrieval of business and personal activities. Handles financial and accounting matters for the chairman with confidentiality. Prepares and sends business and private correspondence. Coordinates operations of the Chairmans office including: 1. reception 2. document preparation & control 3. internal communications 4. general office maintenance to improve costs and effectiveness. Carries out responsibilities with

professionalism, and respect for others, following the organizations policies and applicable laws Any other duties as assigned Key deliverables: Efficient and smooth operation of the Chairmans office Education and experience: Financial & Accounting Statement Language High Proficiency in MS Office Suite Bachelors Degree in Business or Related Field At least six years of related experience is required Skills required: Trustworthy with impeccable moral standards Discrete, reserved and able to handle business, personal, and family information with the highest level of confidence. Conceptualization & Business Acumen Professionalism in Appearance & Attitude Highly organized Able to adapt quickly, handle multiple tasks, and prioritize Self-Directed with Sound Judgment Confident Exceptional interpersonal skills with internal and external staff Ability to cope in a demanding work environment

Minimum of BSC/HND

5+ years

- Minimum of bachelor's degree/HND in Mechanical Engineering or related discipline •
- Minimum of 5 years' work experience with at least 3 years in the construction industry •
- Strong knowledge of building trades, cleaning procedures and maintenance. •
- Solid understanding of health and safety regulations and practices. •
- Effective budgeting and performance management. •
- Fantastic organizational and leadership skills. •
- Great eye for detail. •
- Excellent communication and interpersonal skills. •
- Works well under pressure and meets tight deadlines. •
- Computer literate with capability in email, MS Office and related communication tools. •
- Great time management skills. •
- Strong decision-making and problem-solving skills.

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