

# Vacancy for Secretary in Surulere, Lagos State.

Job Title: Secretary

Location: Surulere, Lagos

Employment Type: Full-time

## Responsibilities:

Welcoming visitors and clients.  
Answering phone calls.  
Responding to emails.  
Scheduling meetings.  
Preparing conference rooms for meetings.  
Making travel arrangements for executives.  
Printing and copying documents as needed.  
Organizing and distributing messages.  
Maintaining company schedules.  
Organizing documents and files.  
Documenting financial information.  
Maintaining and ordering office supplies

## Requirements:

Proficiency with Microsoft Office.  
Excellent computer literacy.  
Excellent interpersonal skills.  
Ability to multitask.  
Excellent communication skills.  
Excellent time management skills.  
Prior experience in administration would be advantageous.  
Candidates must possess an OND, HND or a B.Sc in secretarial management.  
Application Closing Date  
31st October, 2024.

## How to Apply

Interested and qualified candidates should send their CVs to: [bss\\_consulting@yahoo.com](mailto:bss_consulting@yahoo.com) or [info@bss-ng.com](mailto:info@bss-ng.com) using the Job Title as the subject of the email.

Note: Preference will be given to those living within surulere and environment.