

VACANCY FOR THE POST OF A CONFIDENTIAL SECRETARY IN LAGOS ISLAND, LAGOS

Our Profile:

We are a leading firm of professional Estate Surveyors & Valuers, headquartered in Lagos, Nigeria, with additional branches in Abuja and Port Harcourt. Fully registered with the Corporate Affairs Commission of Nigeria, the Estate Surveyors and Valuers Registration Board of Nigeria, the Nigerian Institute of Estate Surveyors & Valuers, and other esteemed global real estate organizations, we are dedicated to providing exceptional, client-focused services.

Our areas of expertise include marketing, property management, facility management, valuation, and real estate appraisal, all delivered with a results-driven approach.

To meet the growing demands of our expanding client base, we are seeking a proficient Confidential Secretary to join our dynamic team at our Head Office on Lagos Island, Lagos.

Job Description:

We are seeking a highly professional and discreet **Confidential Secretary** to provide top-level administrative support to senior executives. The ideal candidate will demonstrate exceptional organizational skills, a strong sense of confidentiality, and the ability to manage sensitive information effectively.

Job Responsibilities:

- Manage and organize the executive's schedule, including meetings, appointments, and travel arrangements.
- Prepare, proofread, and manage confidential correspondence, reports, and presentations.
- Schedule, prepare agendas, and record minutes for meetings, ensuring timely follow-ups on action items.
- Maintain the confidentiality of sensitive information and ensure secure document storage.
- Screen and manage calls, emails, and other communications on behalf of the executive.
- Maintain efficient filing systems and oversee office supplies for executive-level operations.
- Act as a bridge between the executive and internal/external stakeholders.
- Coordinate and prioritize tasks to ensure deadlines are consistently met.
- Proficiency in computer systems, internet technologies, and exceptional typing skills are essential.

Requirements

- **OND/HND/B.Sc/ Sc** in Secretarial Studies, Business Administration, or a related field.
- 3 -7 years of experience as a confidential secretary or in a similar administrative role.
- Proven track record of handling confidential information discreetly.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, and Outlook).
- Exceptional multitasking and time management abilities.
- Excellent verbal and written communication skills.
- High level of accuracy in handling correspondence and preparing documents.

HOW TO APPLY

- Interested candidate should send their CVs to hr@globalclique.net
- Use the job title as the subject of the mail.
- Only shortlisted candidates will be contacted.