



## **JOB DESCRIPTION - Executive Assistant – Quality, Production & ESG**

### **Job Purpose**

Provide high-level administrative and operational support to senior management, with a strong focus on quality assurance, production coordination, regulatory compliance and Environmental, Social & Governance (ESG) initiatives. The role will support compliance with local and international export standards while promoting sustainable and efficient operations.

### **Task/ Duties/Responsibilities**

#### **Executive & Administrative Support**

- Provide executive support including meeting coordination, travel logistics, and professional correspondence
- Prepare management reports, presentations, and minutes for operational, quality, and other meetings
- Track action points and follow up internally to ensure timely execution

#### **Quality & Food Safety Support**

- Support implementation and monitoring of quality standards in line with local and international export requirements
- Assist with compliance documentation for agencies such as **Nigeria Customs Service, Inspection Agencies, SON, and Quarantine Services**
- Maintain quality records, SOPs, inspection reports, and certification documentation (e.g. HACCP)
- Coordinate internal and external audits and track corrective and preventive actions

#### **Production Coordination**

- Support production planning by compiling daily, weekly, and monthly production data
- Liaise with operations team, processing facilities, warehouse and logistics teams to ensure production targets and export timelines are met
- Track key production indicators including volumes, yields, wastage, and efficiency



## ESG Support

- Support ESG initiatives aligned with stakeholder expectations
- Collect and manage relevant data related to environmental impact, labour standards, health & safety, and traceability
- Assist in preparing ESG and sustainability reports for international buyers, regulators, and partners
- Support social responsibility initiatives

## Compliance & Export Documentation

- Assist in coordinating export documentation including Certificates of Origin, Phytosanitary Certificates, and customer compliance documents
- Support adherence to environmental regulations, and sourcing requirements
- Maintain organized records for inspections, audits, and customer requirements

## Desired Qualification

- Bachelor's degree in Business Administration, Agriculture, Food Science, Environmental Management, or a related field
- 3–5 years' experience in operations, quality, or sustainability support role (experience in agro-processing or export is an advantage)
- Working knowledge of regulatory requirements for agro-exports is highly desirable

## Skills & Competencies

- Strong organizational and coordination skills with excellent attention to detail
- High level of integrity and ability to handle confidential information
- Strong written and verbal communication skills
- Proficiency in MS Office (especially Excel and PowerPoint)
- Experience with ERP or traceability systems is an advantage
- Ability to work effectively with regulators, warehouse teams and international buyers



## Personal Attributes

- Proactive and well-structured with strong follow up skills
- Interest in sustainability, quality assurance, and export trade
- Ability to manage multiple priorities in a fast-paced environment
- Willingness to travel to other branches/ processing facilities

## What We Offer

- Competitive remuneration and benefits including HMO and Pension
- Opportunity to work closely with executive leadership
- Long-term career growth potential
- Hybrid working arrangement

<b>REPORTS TO:</b>	<i>Director Operations &amp; Planning</i>
<b>ACCOUNTABLE TO:</b>	<i>Managing Director/CEO</i>
<b>JOB LOCATION:</b>	<i>Lagos Processing Facility &amp; Head office</i>