



JOB DESCRIPTION – Senior Executive Assistant

Job Purpose

Provide high level support to the Executive Team while leading office administration and management functions. This role requires a mature professional capable of handling confidential matters and ensuring operational excellence in a dynamic organization.

Task/ Duties/Responsibilities

Executive Support & Strategic Coordination:

- Manage priorities, schedules, correspondence, and high-level communications
- Prepare management presentations, and strategic documentation
- Coordinate meetings, follow up on action points, and ensure execution of management decisions
- Represent management in internal coordination and act as a key point of contact with external stakeholders

Office Administration & Operations Leadership:

- Oversee and optimize office operations and administrative budgets
- Establish and improve office policies, systems, and controls to support business growth
- Ensure efficient document management, record keeping, and compliance with company standards

HR Management & Leadership:

- Lead recruitment, onboarding, performance management, employee relations, and exits
- Advise management on workforce planning, and organizational development
- Ensure effective implementation and continuous improvement of policies, procedures, and compliance frameworks



- Oversee payroll coordination, attendance systems, benefits administration, and statutory compliance
- Handle employee grievances, disciplinary matters, and conflict resolution with professionalism and discretion
- Drive employee engagement, training, and leadership development initiatives

Compliance, Governance & Risk Management:

- Ensure compliance with labour laws, statutory requirements, and export industry regulations
- Support internal and external audits
- Maintain high standards of confidentiality, ethics, and corporate governance

Desired Qualification

- Bachelor's degree in business administration or a related field
- 5–7 years of progressive experience in Executive Assistance or Office Leadership roles
- Prior experience in Agro export, manufacturing, FMCG, or trading organizations preferred
- Strong understanding of organizational governance

Skills & Competencies

- Exceptional organizational, planning, and leadership skills
- Strong judgment, discretion, and decision-making ability
- Excellent communication, negotiation, and stakeholder management skills
- Ability to work closely with senior leadership in a fast-paced environment
- Proficiency in MS Office particularly Excel, Canva and ERP payroll systems



Personal Attributes

- Proactive and well-structured with strong follow up skills
- Ability to manage multiple priorities in a fast-paced environment
- Willingness to travel

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 arrangements

REPORTS TO: *Director Operations & Planning*

ACCOUNTABLE TO: *Managing Director/CEO*

JOB LOCATION: *Head office- Lagos*