



<https://essoproperties.com/job/admin-assistant/>

Admin Assistant

Description

The Admin Assistant provides clerical and administrative support, ensuring smooth office operations. Duties include filing, scheduling, correspondence, and assisting management.

Qualifications

OND/HND/Bachelor's degree in any related field.

1-2 years of administrative experience.

Strong organizational and multitasking abilities.

Proficiency in MS Office (Word, Excel, PowerPoint).

Good written and verbal communication skills.

Hiring organization

Esso

Employment Type

Full-time

Job Location

Lagos

Working Hours

9 – 5

Date posted

September 12, 2025