

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