



<https://essoproperties.com/job/head-of-administration/>

Head of Administration

Description

The Head of Administration manages day-to-day operations, oversees administrative staff, and ensures organizational efficiency in line with company policies.

Qualifications

Bachelor's degree in Business Administration or related field.

5+ years of experience in administrative leadership.

Strong organizational and management skills.

Excellent communication and decision-making abilities.

Proficiency in MS Office and administrative systems.

Hiring organization

Esso

Employment Type

Full-time

Job Location

Lagos

Working Hours

9 – 5

Date posted

September 12, 2025