https://hreade.com/jobs/personal-assistant-and-office-administrator/

Personal Assistant and Office Administrator

Hiring organization
HReade Limited

Employment Type
Full-time

Experience

- 1 – 3 years post NYSC experience as an administrator

Industry
Consulting

Job Location
Lagos, Nigeria

Date posted
February 26, 2026

Description

Directs and coordinates office services and related activities. Provides facility management support to the company by ensuring regular maintenance is carried out. Responsible for procurement of office supplies and inventory management. Provides HR administrative support and personal administrative support to the Managing Consultant.

Responsibilities

Administrative roles

- Supervises and coordinates overall administrative activities for the
- Identifying administrative policy documents needed by the company and developing such documents.
- Manages communication channels, which include telephone calls and
- Manages and coordinates procurement of office
- Prepares expense
- Develops administrative forms required for the effective running of the office.
- Responsible for document filing and managing the company's CV
- Manages office assets and equipment, including printers, generators, computers, and ensures maintenance checks are carried out when due.
- Plans the company's social activities and office relocation
- Works with the team to develop content for social media.
- Arranges business travel, including transportation, accommodation, and logistics for all employees.
- Manages petty cash for the office and itemizes all
- Performs general office duties such as photocopying, scanning, and printing.
- Ensures all legal requirements are met and necessary statutory filings are completed.
- Carries out other relevant duties as directed.

HR Administration

- Manages employees' administrative requests such as time off, sick leave, pensions, HMO.
- Responsible for registering new hire under HMO scheme and preferred PF
- Coordinate onboarding
- Coordinates in-house learning and development program in line with HReade's business strategy.

Vendor Management

- Leads vendor selection process and negotiates contracts at cost-effective
- Maintains a database of existing and potential vendors and manages vendor
- Management of third-party contractors, vendors, and service providers through the development and negotiation of vendor contracts and agreements with detailed terms of engagement and fees.

- Ensures all vendor agreements are signed and up to Undertakes annual vendor performance assessment for existing vendors as a prerequisite for renewing contracts for the following year.

PA duties

- Runs personal errands for the managing consultant, which include purchases and organizing personal events if required.

Qualifications

- Minimum of a Bachelor's degree in any field from and accredited University

Knowledge Requirements
TECHNICAL SKILLS

- Technology savvy
- Proficiency in the use of Microsoft Office tools (Word, Excel, and PowerPoint)

Skills

- Presenting and Communicating Information
- Writing and Reporting
- Learning and Researching
- Working with People
- Analysing
- Planning and Organizing
- Adhering to principles and values
- Coping with pressures and setbacks