

<https://lingtonandbernie.com/job/admin-assistant-personal-assistant/>

Admin Assistant/Personal Assistant

Description

Lington & Bernie Consulting Ltd is looking for a smart, organized, and proactive Personal Assistant / Admin Officer to join the team.

Responsibilities

- Assist superiors with daily work scheduling, travel arrangements, and external communications
- Track progress of land documents, C of O applications, and departmental procedures, with regular reporting
- Communicate with government agencies, partners, and internal teams to ensure accurate and timely information flow
- Assist in collecting, organizing, and filing company documents and records
- Accompany superiors to meetings, visits, and business activities as required
- Handle other temporary tasks assigned by supervisors.
- Proficient in Microsoft Office tools

Qualifications

- Bachelor's degree or above in Administration, Business, Law, or related fields (preferred)
- HND also allowed

Age: not less than 32 and Above

Hiring organization

Lington & Bernie Consulting

Employment Type

Full-time

Industry

Outsourcing

Job Location

9A Omo Osagie, Ikoyi, Lagos State, Nigeria

Date posted

October 6, 2025

Valid through

28.11.2025