

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

## Admin Assistant Officer

### Description

The Admin Assistant is responsible for sorting, organizing and maintaining office files/records accurately. Streamline document filing process ensuring their availability at all times.

### Responsibilities

Carry out administrative duties such as filing of documents, correspondents both for in-house and outsourced files, photocopying, binding of documents, scanning etc. Clearing of the CEO's out-tray and distribute mails to the concerned staff appropriately

Responsible for the production of in-house and outsourced staff identity cards

Maintaining archiving filing system

Create or update records with new files and information

Enter paperwork into an electronic system either by data entry or by using optical scanners

Handling Sensitive information in a confidential manner

Deal with all requests to access files and keep logs of outgoing files and ensure they are returned on time.

Develop an efficient filing system to make updating and retrieving files easier

Maintain up to date Company Records

Opening files for New Employees and close files for exited Employees

Sit in for the Front Desk Officer – Administering test for the new Applicants, Receiving mails, Receiving outside and internal calls, Receiving Clients and welcoming visitors

Follow policies and confidentiality dictations to safeguard data and information

Attend to any other assignments given to me by my Supervisor and the CEO, (official and Personal for the CEO)

### Qualifications

Minimum of a Bachelor's Degree in a reputable institution

### Contacts

Interested candidates should apply through the Company website [www.lingtonandbernie.com](http://www.lingtonandbernie.com) /send CV to [jobs@lingtonandbernie.com](mailto:jobs@lingtonandbernie.com) or walk into Lington & Bernie Consulting Ltd, 9a Omo Osagie street, Off Awolowo road Ikoyi Lagos

### Hiring organization

Lington & Bernie Consulting Ltd

### Employment Type

Full-time

### Job Location

Lagos, Nigeria

### Date posted

May 16, 2021

### Valid through

31.12.2021