

Admin Officer

Description

- Strong communication and interpersonal skills.
- High attention to detail and organizational ability.
- Proficiency in MS Excel and basic accounting software or invoicing tools.
- Ability to multitask and work under pressure.
- Strong sense of accountability and follow-through.

Responsibilities

- Prepare and raise accurate invoices for customer orders in line with company guidelines.
- Ensure timely invoicing and coordinate with the finance team for reconciliations when needed.
- Make proactive calls to customers to confirm and follow up on orders.
- Respond to customer inquiries (via phone, email, or in person) promptly and professionally.
- Serve as a liaison between customers and internal departments to resolve issues or relay order updates.
- Track all daily orders and ensure accurate documentation.
- Confirm order status with relevant partners/logistics channels and update internal records accordingly.
- Flag any delays or discrepancies in orders to the supervisor or relevant department.
- Maintain a detailed and up-to-date approved order list.
- Ensure proper filing and organization of all order-related documents (invoices, approvals, confirmations, etc.).
- Work closely with the sales, dispatch/logistics, and finance teams to ensure end-to-end order fulfillment.
- Support administrative tasks as required by the team or management.

Qualifications

- Education: OND / HND / BSc in Business Administration, Accounting, or related fields.
- Experience: Minimum of 1–2 years in a similar administrative or customer support role.

Hiring organization

Lington & Bernie Consulting Ltd

Employment Type

Full-time

Job Location

9A Omo Osagie, Ikoyi, Lagos State, Nigeria

Date posted

July 23, 2025

Valid through

24.07.2026