



## **Central Bank of Nigeria**

[www.cbn.gov.ng](http://www.cbn.gov.ng)

### **EXECUTIVE ASSISTANT/ADMINISTRATIVE OFFICER**

**JOB ROLE:** Executive Assistant/Administrative Officer

**JOB OBJECTIVE:** To provide functional and efficient administration and secretarial support at the Centre.

**LOCATION:** Enugu, Ibadan, Zaria

### **RESPONSIBILITIES**

- Coordinate the activities of the Centre staff and Report to the Director of the Centre
- Handle mails: Attends to incoming and outgoing mails and files accordingly
- Prepare and edit documents composes and types routine correspondences;
- Transcribes, proofs and edits correspondence composed by the Director
- Maintains calendar and Plan meetings: Maintains the calendar, notifies the Director of changes; Sets up meetings as instructed or as required, notifying all parties
- Attends to visitors: Welcoming guests, replying to their queries, and directing them to appropriate persons
- Takes notes as directed and produces notes accordingly
- Manage telephone calls, supply and get data and directly talks to suitable persons
- Maintain inventory-track office supplies and orders replacement as required.
- Perform other duties as may be assigned by the Director.

### **SKILLS/QUALIFICATION**

- Good communication, customer service, and relationship building skills
- Extensive secretarial and clerical work experience
- Expertise in word processing, database and spreadsheet software
- Good understanding of office practices and methods
- Team working skills

- Attention to details
- Organisation and time management skills
- Proficiency in Microsoft Office
- Basic knowledge of Finance
- Minimum of a Second-Class Bachelor's Degree/Higher National Diploma in Public Administration, Management or other related fields.
- Possession of NYSC Discharge Certificate
- Experience in administration will be an added advantage.

### **METHOD OF APPLICATION**

Applicants should upload their letters of application, resume/curriculum vitae and credentials on the website <https://cbncpp.org> within two weeks of this publication and indicate clearly the position applied for and the preferred location.

**For further information please, call: 07002255226**

**Signed: Management**