



Central Bank of Nigeria

www.cbn.gov.ng

OFFICE ASSISTANT

JOB ROLE: Office Assistant

JOB OBJECTIVE: To provide administrative and clerical support to ensure the efficient operation of the Centre.

LOCATION: Enugu, Ibadan, Zaria

RESPONSIBILITIES

- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Schedule and plan meetings and appointments
- Monitor level of supplies and handle shortages
- Resolve office-related malfunctions and respond to requests or issues
- Coordinate with other centres to ensure compliance with established policies
- Maintain trusting relationships with suppliers, customers and colleagues
- Perform receptionist duties when needed
- Perform other administrative support tasks as may be assigned by the Director or Executive Assistant

SKILLS/QUALIFICATION

- National Diploma or NCE with 5 credits in SSCE/WASC including Math and English Language or 5 credits in SSCE/WASC including Math and English Language
- 1-3 years of relevant experience in an office setting, preferably in an administrative or clerical role.

- Thorough understanding of office management procedures
- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills, including strong spelling, grammar, and punctuation
- Proficiency in MS Office
- Must be committed to providing outstanding customer service and demonstrate strong interpersonal skills
- Strong attention to detail
- Proficient computer skills and ability to operate general office equipment
- Teamwork
- Confidentiality

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