Job Title: **Administrative Coordinator**

Job Overview: Ensures that the organization has the administrative, office management and client support necessary for organizational operations.

Reports To: Admin & Business Liaison Manager

Compensation: Commensurate with experience; (N90,000/month for corper/intern – N200,000/month for experienced hires)

Responsibilities:

- Coordinate office activities including schedules, supplies, access, and equipment management
- Develop and recommend office procedures and systems to ensure efficient processes and record keeping
- Support the Admin & Business Liaison Manager in tracking, follow-up with clients and maintaining accurate client databases
- Act as contact point for clients, consultants and staff and pre-empting/escalating issues promptly
- Manage logistic arrangements for staff: travel, meetings, conferences, etc. as required.
- Maintain, company and industry calendars.
- Prepare background project documents as necessary
- Manage assigned projects and provide regular status reports
- Plan, facilitate and record business operational meetings
- Ensure ongoing regulatory and policy compliance and validity (internal and external)
- Maintain accurate records of business costs and expense reporting
- Process accounting transactions
- Create and manage company social media platforms, messaging and strategy to increase industry visibility

Qualifications:

1. Minimum of bachelor's level education in administration, management, communications or equivalent experience in related field
2. Ideally, at least three years of related working experience
3. Expert communication, problem-solving, time management and documentation skills
4. Ability to work independently and in a hybrid work
5. Self-motivated and demonstrated ability to manage a busy and demanding workload

To Apply: Send an email to careers@trewanlimited.com with your cover letter as the body of the email and your resume, as a single document, attached. Use the job title as the subject of your email.