



<https://tenece.com/job/administrative-executive-travel-desk-support/>

Administrative Executive / Travel Desk Support

Description

The Administrative and Travel Coordinator plays a key role in supporting the organization's daily operations by delivering effective administrative services and managing corporate travel activities from planning to execution. The role ensures efficient office administration, coordinates travel arrangements in line with company policies, manages relationships with travel vendors, and provides responsive support to employees and stakeholders. By promoting operational efficiency, compliance, and cost-effective practices, the role contributes to a productive and well-organized work environment.

Responsibilities

- Support scheduling of meetings, appointments, and internal events. Including purchase

of supplies, food and drinks for the Tenece Experience Centre during trainings.

- Supervision of all support staff at the Tenece Experience Centre as well as ensuring

proper maintenance of the office space, including overseeing repairs and maintenance.

- Monitor service level agreements (SLAs) with service providers and support

performance reviews.

- Assist in budget tracking and expense monitoring for administrative activities.
- Ensure compliance with company policies, procedures, and administrative standards.
- Support onboarding logistics and employee administration.
- Source, compare, and book all travel in line with the corporate travel policy, approved

vendor framework, and documented cost targets, recording savings achieved on every

booking

- Provide real-time support during active travel; managing changes, disruptions,

cancellations, and emergency rebooking across time zones and at short notice

- Maintain the corporate travel register, tracking all bookings, costs, traveler

Hiring organization

Tenece Professional Services Limited

Employment Type

Full-time

Job Location

Lagos, Nigeria

Date posted

July 14, 2026

preferences,

loyalty numbers, and program memberships in a format accessible to successors

- Reconcile all travel invoices and expense claims, verifying accuracy against bookings

and submitting them for approval within the finance cycle

- Produce monthly travel expenditure reports and trend analyses for supervisors,

identifying cost-saving opportunities, policy compliance gaps, and vertical-specific

travel patterns.

- Support visa documentation and application processes where applicable.
- Monitor travel approvals and ensure complete travel documentation before departure.
- Support travel policy implementation and recommend process improvements to

optimize cost and traveler experience.

- Provide support for tasks as administered by the supervisor.

Qualifications

- Bsc in Business Administration or any related field
- Minimum of 2 years' relevant experience in administration, front desk management, or travel coordination.
- Experience in ticketing, travel logistics, or office administration will be an added advantage.

Required Skills & Competencies

- Good understanding of administrative procedures and office management.
- Knowledge of ticketing and travel logistics.
- Proficiency in Microsoft Office applications.
- Excellent organizational and record-keeping skills.
- Strong attention to detail and accuracy.
- Good communication and interpersonal skills.
- Ability to multitask and manage priorities effectively.
- Problem-solving and customer service orientation.