



<https://tenece.com/job/ea-lg/>

Executive Assistant to the Group Managing Director

Description

The Executive Assistant to the Group Managing Director provides high-level strategic, administrative, and operational support to the GMD across Tenece Group and its subsidiaries. This role functions as a trusted partner to the GMD, enabling effective decision-making, execution of strategic initiatives, governance oversight, and seamless coordination across multiple countries, business units, and external partners.

The role requires exceptional discretion, strong business acumen, cross-border coordination skills, and the ability to manage complex priorities in a fast-paced, executive environment.

Responsibilities

1. Executive & Strategic Support

- Act as the primary liaison between the GMD and internal/external stakeholders.
- Support execution of group-wide strategic initiatives and special projects.
- Track strategic priorities, board directives, and management resolutions.
- Prepare briefing notes, executive summaries, and talking points for meetings and engagements.

2. Governance, Board & Management Coordination

- Coordinate Board, GEC, MANCO, QBR, and other executive-level meetings.
- Prepare and circulate agendas, board papers, minutes, and action trackers.
- Track follow-ups, deadlines, and accountability across leadership teams.
- Support governance documentation, statutory records, and compliance processes.

3. Cross-Border & Subsidiary Coordination

- Coordinate activities across subsidiaries in Nigeria, Ghana, Kenya, Uganda, Ethiopia, Côte d'Ivoire, and other regions.
- Serve as a central communication hub between group leadership and country teams.
- Ensure alignment of group strategy, reporting, and timelines across regions.

4. Business Operations & Performance Tracking

- Support performance management processes, including KPIs, dashboards, and

Hiring organization

Tenece

Employment Type

Full-time

Job Location

Lagos, Nigeria

Date posted

January 21, 2026

management reports.

- Track budgets, forecasts, and high-level financial performance in collaboration with Finance.
- Support deal tracking, pipeline reviews, renewals, and annuity business monitoring.
- Coordinate documentation for audits, renewals, contracts, and vendor engagements.

5. Stakeholder & Partner Management

- Interface with OEMs, strategic partners, consultants, and advisors.
- Coordinate meetings, presentations, and follow-ups with partners.
- Maintain professional relationships on behalf of the GMD.

6. Service Delivery & Transformation Support

- Support service delivery, ITSM, and Service Desk transformation initiatives.
- Assist with SOP development, organograms, KPI/KRA frameworks, and training roadmaps.
- Monitor execution of operational improvement initiatives.

7. Communication & Information Management

- Manage confidential information with the highest level of discretion.
- Draft, review, and refine executive-level communications and correspondence.
- Ensure clear, timely, and professional communication across stakeholders.

8. Travel, Logistics & Scheduling

- Manage complex calendars, travel itineraries, visas, and logistics for the GMD.
- Coordinate local and international travel arrangements.
- Anticipate scheduling conflicts and proactively manage priorities.

Qualifications

- Bachelor's degree (Business, Management, Administration, or related field).
- 5–8+ years' experience in executive support, operations, or project coordination.
- Experience working with senior executives and boards.
- Exposure to multi-country or group structures is a strong advantage.
- Strong proficiency in Microsoft Office and collaboration tools.

Required Skills & Competencies

- Strong executive presence and professional judgment.
- Excellent written and verbal communication skills.
- High attention to detail and strong organizational skills.
- Ability to manage multiple priorities under pressure.
- Strong stakeholder management and interpersonal skills.
- Financial, operational, and business reporting awareness.
- Confidentiality, integrity, and discretion.

Key Success Factors

- Proactive anticipation of the GMD's needs.
- Ability to connect strategy to execution.
- Strong follow-through and accountability.
- Trusted partner to leadership and teams.