



<https://tenece.com/job/front-desk-admin-executive/>

Front Desk/Admin Executive

Description

We are seeking a highly organized and detail-oriented Front Desk/Admin Executive to join our growing team. This role requires an individual with at least 3 years of experience in administrative and logistics operations. The ideal candidate should have a strong understanding of office management systems, fleet and asset management, compliance and regulatory requirements, and travel coordination. The Front Desk/Admin Executive will play a critical role in supporting operational efficiency, improving service delivery, and ensuring compliance within the organization.

Responsibilities

- Manage and oversee the day-to-day administrative functions within the office.
- Coordinate logistics, including the management of office supplies, fleet, and assets.
- Maintain accurate records of all administrative and logistics processes.
- Utilize office management software to streamline administrative workflows and ensure smooth office operations.
- Assist in the organization and management of office schedules, meetings, and resources.
- Coordinate the scheduling, maintenance, and tracking of company vehicles and assets.
- Ensure that all fleet and asset-related records are up to date and compliant with company policies and regulations.
- Ensure proper documentation and compliance with relevant regulatory and legal requirements related to administrative and logistics functions.
- Keep the team informed about any changes in compliance and regulatory standards.
- Organize and manage travel arrangements for staff, ensuring timely and cost-effective planning of transportation, accommodations, and itineraries.
- Provide travel support and manage vendor relationships for travel services.
- Assist in handling the increasing workload as the organization expands, ensuring administrative tasks are handled efficiently.
- Contribute to operational efficiency by helping streamline processes and improve task delegation.

Hiring organization

Tenece Professional Services Limited

Employment Type

Full-time

Job Location

Lagos, Nigeria

Date posted

July 14, 2026

- Serve as a point of contact for staff and vendors, responding promptly to inquiries and requests.
- Work to improve overall service delivery by providing faster response times and maintaining positive relationships with internal and external stakeholders.
- Maintain and update files and documentation in an organized manner to ensure easy access and retrieval.
- Ensure that all records are kept up-to-date and in compliance with company policies and regulatory requirements.

Qualifications

- Minimum of 3 years of experience in administrative roles with exposure to logistics operations.
- Bsc in Business Administration or any related field
- Strong understanding of office management systems and procedures.
- Experience in fleet and asset management is highly desirable.
- Knowledge of compliance and regulatory requirements in relation to administration and logistics.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and office management software