



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

## Front Desk/Admin Executive

### Description

Tenece Holdings Ltd is the group company of our businesses that cut across (6) distinct sectors. At the core is our technology vertical, Tenece Professional Services. We are registered under the laws of the federal government of Nigeria.

### Job Overview:

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

#### 1. Administrative and Logistics Operations:

- o Manage and oversee the day-to-day administrative functions within the office.
- o Coordinate logistics, including the management of office supplies, fleet, and assets.
- o Maintain accurate records of all administrative and logistics processes.

#### 2. Office Management Systems:

- o Utilize office management software to streamline administrative workflows and ensure smooth office operations.
- o Assist in the organization and management of office schedules, meetings, and resources.

#### 3. Fleet and Asset Management:

- o Coordinate the scheduling, maintenance, and tracking of company vehicles and assets.
- o Ensure that all fleet and asset-related records are up to date and compliant with company policies and regulations.

#### 4. Compliance and Regulatory Adherence:

- o Ensure proper documentation and compliance with relevant regulatory and legal requirements related to administrative and logistics functions.
- o Keep the team informed about any changes in compliance and regulatory standards.

### Hiring organization

Tenece Holdings Limited

### Employment Type

Full-time

### Job Location

Lagos, Nigeria

### Date posted

March 27, 2024

## **5. Travel Coordination:**

- o Organize and manage travel arrangements for staff, ensuring timely and cost-effective planning of transportation, accommodations, and itineraries.
- o Provide travel support and manage vendor relationships for travel services.

## **6. Support Organizational Growth:**

- o Assist in handling the increasing workload as the organization expands, ensuring administrative tasks are handled efficiently.
- o Contribute to operational efficiency by helping streamline processes and improve task delegation.

## **7. Customer Service & Vendor Management:**

- o Serve as a point of contact for staff and vendors, responding promptly to inquiries and requests.
- o Work to improve overall service delivery by providing faster response times and maintaining positive relationships with internal and external stakeholders.

## **8. Record-Keeping & Documentation:**

- o Maintain and update files and documentation in an organized manner to ensure easy access and retrieval.
- o 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.
- ☐ Proven experience in travel coordination and vendor management.
- ☐ Strong organizational skills with an ability to manage multiple tasks and deadlines.
- ☐ Excellent communication and interpersonal skills, both written and verbal.
- ☐ Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and office management software