

**Job Title:** Personal Assistant  
**Location:** Ikeja, Lagos  
**Starting date:** (ASAP)  
**Company:** Replenish  
**Email:** careers@replenishmedspa.com

### **Job Description**

Are you passionate about problem-solving, especially as it pertains to sustainability?

We are looking for a versatile and highly-organized personal assistant to perform personalized administrative duties for a busy executive. In this role, you will be responsible for making travel arrangements, scheduling meetings, taking notes, and handling correspondence, sourcing products and information and assist with other duties when required.

To ensure success as a personal assistant, you should exhibit excellent organizational skills and demonstrable experience in a secretarial role. Accomplished personal assistants are intuitive to the needs of the managers and work autonomously to provide customized support.

### **Responsibilities**

- Typing, formatting, and editing reports, documents.
- Entering data, maintaining databases, and keeping records.
- Liaising with internal departments, answering calls, and making travel arrangements.
- Managing internal and external correspondence on behalf of senior management.
- Scheduling appointments, maintaining an events calendar, and sending reminders.
- Copying, scanning, and faxing documents, as well as taking notes.
- Preparing facilities for scheduled events and arranging refreshments, if required.
- Ordering office supplies and replacements, as well as managing mail and courier services.
- Observing best business practices and etiquette.

### **The Ideal Candidate:**

- OND/HND/ BSC
- Related training.
- 1-2 years of experience as a personal assistant would be advantageous.
- English, Full professional proficiency
- *A fast learner!*
- Excellent writing skills

- Experience in creating documents and spreadsheets, using office software such as MS Word, Excel, and PowerPoint.
- Proficiency in appointment scheduling software such as MS Outlook, as well as call forwarding.
- Advanced typing, note-taking, recordkeeping, and organizational skills.
- Working knowledge of printers, copiers, scanners, and fax machines.
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- Ability to manage internal and external correspondence.
- Strong negotiating skills
- Ability to think proactively and creatively
- A motivated self-starter who wants to excel and grow
- Very organized and resourceful
- Strong organizational and interpersonal skills.
- Excellent written and verbal communication skills.
- Exceptional interpersonal skills.
- Researching and monitoring industry trends
- Ability to adhere to project timelines and meet scheduled deadlines.
- Assisting with special events, pre and post event management
- Preparing outgoing packages