



<https://workolic.com/job/unrs-recruitment/>

UNRS Recruitment Portal 2025/2026 Application

Description

We are seeking a highly organized and detail-oriented Administrative Assistant to join our team through the UNRS Recruitment Portal for the 2022/2023 application cycle. As an Administrative Assistant, you will play a crucial role in supporting the efficient functioning of our organization by handling various administrative tasks and ensuring smooth day-to-day operations.

Responsibilities

- **Office Management:** Maintain a well-organized and tidy office environment, including managing supplies and equipment.
- **Communication:** Handle incoming and outgoing communications, emails, and inquiries, ensuring a timely and professional response.
- **Document Management:** Prepare, edit, and proofread documents, reports, and presentations. Maintain accurate and up-to-date records.
- **Scheduling:** Manage calendars, schedule meetings, and coordinate appointments for team members.
- **Data Entry:** Accurately input and update data in databases and spreadsheets.
- **Visitor Management:** Greet and assist visitors, ensuring a positive and professional experience.
- **Travel Coordination:** Arrange travel plans, accommodations, and itineraries for staff members as needed.
- **Event Support:** Assist in organizing and coordinating internal and external events.
- **Team Support:** Provide administrative support to team members as required.

Qualifications

- **Education:** Bachelor's degree in Business Administration, Secretarial Studies, or related field.
- **Experience:** Proven experience as an Administrative Assistant or in a similar role.
- **Communication Skills:** Excellent verbal and written communication skills in English.
- **Organizational Skills:** Strong organizational and multitasking abilities with a keen attention to detail.
- **Tech Proficiency:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and basic knowledge of office equipment.
- **Adaptability:** Ability to work in a dynamic environment and adapt to changing priorities.
- **Problem Solving:** Strong problem-solving skills and the ability to take initiative.

Job Benefits

- Competitive salary

Hiring organization
UNRS

Employment Type
Full-time

Industry
Rescue Services

Job Location
Lugbe 900107, Federal Capital Territory, Nigeria, 900107, Abuja, Abuja, Nigeria

Working Hours
9

Date posted
April 17, 2025

Valid through
14.12.2026

- Health and wellness programs
- Professional development opportunities
- Collaborative and inclusive work environment
- Contribution to a meaningful global mission

Contacts

Interested candidates should submit their resume and a cover letter highlighting their relevant experience to the [UNRS Recruitment Portal](#) for the 2022/2023 application cycle. Please ensure that your application is submitted by the specified deadline. Shortlisted candidates will be contacted for further assessments.

We are an equal opportunity employer and encourage candidates from diverse backgrounds to apply.