

## **Executive Assistant to the CEO – Job Description**

Job Title: Executive Assistant to the CEO

Reports To: CEO/Founder

Location: Abuja, Nigeria

Employment Type: Full-time

### **Job Summary**

The Executive Assistant (EA) will provide high-level administrative, strategic, and operational support to the CEO. This role requires a proactive, highly organized, and detail-oriented individual who can manage multiple tasks, maintain confidentiality, and anticipate the needs of the CEO. The EA will play a crucial role in ensuring the smooth running of business operations, stakeholder engagements, and special projects across multiple organizations led by the CEO, including Unipro Investments Limited, Africenergy and Infrastructure Limited, and Makeda Media Network.

The EA will act as the primary point of contact for internal and external communications on behalf of the CEO and will be instrumental in coordinating business activities, managing schedules, and handling high-level administrative duties. The ideal candidate must be resourceful, tech-savvy, and able to work independently in a fast-paced environment.

### **Key Responsibilities**

#### **Administrative & Executive Support**

- Manage the CEO's complex calendar, scheduling meetings, appointments, and travel arrangements.
- Act as the gatekeeper for the CEO by screening calls, emails, and visitors, ensuring only relevant matters reach their attention.
- Prepare reports, presentations, and other documents for internal and external meetings.
- Ensure follow-ups on pending tasks, commitments, and deliverables from the CEO's interactions.

#### **Business & Strategy Support**

- Conduct market research, feasibility studies, and competitive analysis to support business initiatives.
- Assist in preparing proposals, contracts, and business plans for Unipro Investments Limited and Africenergy.

- Track project timelines, budgets, and deliverables, ensuring smooth execution of key initiatives.
- Prepare briefing notes and background materials for the CEO's meetings and speaking engagements.

#### **Event & Meeting Coordination**

- Organize and coordinate meetings, including logistics, agenda preparation, and minutes-taking.
- Plan and execute corporate events, summits, and conferences involving the CEO.
- Oversee event sponsorship proposals, delegate registrations, and corporate branding materials.
- Represent the CEO at meetings and events where necessary.

#### **Financial & Office Management**

- Oversee office operations and procurement of supplies for business activities.
- Track and manage expense reports, budgets, and financial records related to the CEO's engagements.
- Handle invoice processing, payment follow-ups, and financial reconciliations related to projects.
- Coordinate payroll and administrative functions for Unipro's team.

#### **Research & Special Projects**

- Conduct research on topics related to the CEO's interests, including energy, finance, media, and policy.
- Prepare policy briefs, white papers, and reports for high-level engagements.
- Lead special projects and initiatives that align with the CEO's strategic vision.

### **Required Skills & Competencies**

#### **A. Core Skills**

- **Executive Support & Administration:** Proven experience in supporting C-suite executives, managing schedules, and handling confidential information.
- **Project Management:** Ability to oversee multiple projects, track deliverables, and ensure timely execution.
- **Communication & Writing:** Strong verbal and written communication skills for drafting reports, proposals, and correspondence.

- **Stakeholder Management:** Ability to liaise with high-level stakeholders, including corporate executives, government officials, and investors.
- **Financial & Budget Management:** Understanding of financial statements, budget tracking, and expense management.
- **Event Planning & Coordination:** Experience in organizing corporate events, meetings, and high-profile engagements.

#### **B. Technical Skills**

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Project Management Software (Asana, Trello, Monday.com, or similar tools).
- CRM & Database Management.
- Digital Communication Tools (Slack, Zoom, Google Workspace, etc.).
- Social Media & Website Management.
- Basic Accounting & Financial Software (QuickBooks, Sage, or similar tools).

#### **C. Soft Skills**

- Highly organized and detail-oriented.
- Strong problem-solving and critical thinking skills.
- Excellent time management and ability to prioritize tasks.
- High level of discretion and confidentiality.
- Ability to work under pressure and meet tight deadlines.
- Proactive and takes initiative.
- Strong interpersonal skills for handling relationships at executive levels.

#### **Qualifications & Experience**

- Bachelor's degree in Business Administration, Management, Communications, or related field.
- At least 2 years of experience as an Executive Assistant, Chief of Staff, or similar role supporting C-level executives.
- Experience working in consulting, energy, finance, media, or government-related sectors is a plus.
- Strong portfolio of handling high-profile stakeholders and complex projects.

- Experience in managing corporate communications, PR, or investor relations is an advantage.

### **Application Process**

Interested candidates should send their resume and a cover letter detailing their qualifications and experience to [info@uniproafrica.com](mailto:info@uniproafrica.com)