



## **PERSONAL ASSISTANT (PA) TO PLANT MANAGER – CROWN PLANT, IJEBU-ODE, OGUN STATE - 0003**

### **Job Purpose:**

To work closely with the Plant Manager in providing administrative support to the business.

### **Responsibilities:**

- Manage schedules and organise meetings and appointments of the Plant Manager.
- Attend to company's visitors who are meeting with the Plant Manager.
- Receive incoming calls and liaise with clients competently.
- Manage the Plant's courier services, including receiving and dispatching documents at the Plant Manager's office.
- Raise CAPEX for further processing and documentations.
- Schedule meetings, take minutes and record updates.
- Update production data from Production office to Plant Manager.

### **Qualifications & Experience**

- Bachelor's degree or Higher National Diploma (HND) in Marketing, Secretarial studies, Business Administration or any science related course.
- Minimum 1 - 3 years' experience in related industry.
- Exceptional writing and oral communication skills.
- Computer literacy – Microsoft Words & Excel.
- Excellent Interpersonal relationship skills.