

Personal Assistant to CEO

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Company: Dangote Industries Limited

Location: Ndola

Category: other-general

In this role as a Personal Assistant to the CEO at Dangote Cement, you will be responsible for providing comprehensive administrative support to the CEO in a professional and confidential manner.

You will manage the CEO's calendar, organize meetings, handle correspondence, and assist in preparing reports and presentations. You will also be involved in coordinating travel arrangements and managing other administrative tasks as required.

Your attention to detail, excellent organizational skills, and ability to prioritize tasks will contribute to the smooth functioning of the CEO's office.

Requirements

Requirements:

Proven experience as a Personal Assistant or similar role supporting C-level executives

Excellent organizational and time management skills

Strong verbal and written communication skills

Proficiency in Microsoft Office Suite

Discretion and confidentiality in handling sensitive information

Ability to prioritize tasks and work under pressure

Strong interpersonal skills and ability to work independently

Bachelor's degree in Business Administration or related field (preferred)

Minimum of 5 years of relevant work experience

Benefits

- Medical Insurance Cover
 - In-House Pension Scheme
 - Production Bonus
- Life Assurance

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