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Ekiti State Government Recruitment 2025/2026 Application

Description

Ekiti State Government is seeking qualified and dynamic individuals to join our team as Administrative Officers. As an Administrative Officer, you will play a crucial role in supporting the efficient functioning of government offices and departments. This position requires a high level of organizational skills, attention to detail, and the ability to manage multiple tasks simultaneously.

Responsibilities

- **Office Management:** Ensure smooth day-to-day operations of the office, including handling correspondence, filing, and maintaining office supplies.
- **Data Management:** Manage and organize data, documents, and records to facilitate easy retrieval and dissemination of information.
- **Coordination:** Collaborate with other government departments, agencies, and external stakeholders to ensure effective communication and coordination of activities.
- **Event Planning:** Assist in the planning and execution of government events, meetings, and conferences.
- **Reporting:** Prepare regular reports on office activities, budgets, and other relevant information.
- **Communication:** Handle incoming and outgoing communications, respond to inquiries, and provide necessary information to the public.

Qualifications

- Bachelor's degree in Business Administration, Public Administration, or a related field.
- Proven experience in administrative roles, with a track record of successful office management.
- Strong organizational and multitasking skills.
- Excellent written and verbal communication skills.
- Proficient in the use of office software and applications.
- Ability to work collaboratively in a team and independently when required.

Job Benefits

- Competitive salary package.
- Health insurance coverage.
- Professional development opportunities.
- Positive and inclusive work environment.
- Opportunities for career advancement.

Contacts

Interested candidates should submit their applications, including a cover letter and resume, Administrative Officer Application.

Hiring organization

Ekiti State Government

Employment Type

Full-time

Industry

Government Administration

Job Location

Ado Ekiti, Ekiti 360001, NG,
360001, Ado Ekiti, Ekiti, NG

Working Hours

9

Date posted

February 4, 2026

Valid through

10.12.2026

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Only shortlisted candidates will be contacted for interviews.

Ekiti State Government is an equal opportunity employer. We encourage applications from qualified individuals regardless of age, disability, gender, race, religion, or sexual orientation.