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US Embassy Abuja Recruitment 2025/2026 Application Form Portal

Description

The United States Embassy in Abuja is currently seeking qualified candidates for the position of Administrative Assistant. This role is essential in providing administrative support to various departments within the embassy, contributing to the smooth and efficient operation of diplomatic activities.

Responsibilities

- **Administrative Support:** Provide comprehensive administrative assistance to embassy staff, including scheduling meetings, managing correspondence, and organizing official events.
- **Record Keeping:** Maintain accurate records and databases, ensuring timely and efficient retrieval of information when needed.
- **Communication:** Facilitate effective communication within the embassy, as well as with external stakeholders, by managing phone calls, emails, and official correspondence.
- **Logistical Support:** Coordinate travel arrangements, accommodations, and transportation for embassy personnel and official visitors.
- **Documentation:** Assist in the preparation and processing of official documents, reports, and briefing materials.
- **Event Coordination:** Support the planning and execution of embassy events, meetings, and conferences.
- **Office Management:** Oversee general office operations, including supplies inventory, equipment maintenance, and coordination with support staff.

Qualifications

- Bachelor's degree in Business Administration, Public Administration, or a related field.
- Proven experience in administrative roles, preferably in an international or diplomatic setting.
- Excellent organizational and multitasking skills.
- Strong written and verbal communication abilities.
- Proficient in Microsoft Office Suite and other relevant office software.
- Knowledge of diplomatic protocol and etiquette is an advantage.
- Ability to work independently and collaboratively in a fast-paced environment.
- US citizenship or legal authorization to work in the United States is required.

Job Benefits

- Competitive salary and allowances.
- Comprehensive health and dental insurance.
- Retirement benefits.
- Opportunities for professional development and training.

Contacts

Hiring organization

US Embassy Abuja

Employment Type

Full-time

Industry

International Affairs

Job Location

2 Walter Carrington Crescent,
101241, Victoria Island, Lagos,
Nigeria

Working Hours

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Date posted

April 23, 2025

Valid through

05.01.2026

Interested and qualified candidates should visit the official US Embassy Abuja Recruitment Portal at [[Job Application Portal](#)] to submit their application. Ensure to complete all required fields and attach relevant documents, including a resume and cover letter.

Application Deadline: [05.01.2026]

Note: Only shortlisted candidates will be contacted for interviews. The U.S. Embassy is an equal opportunity employer.