Sakinah Medical Outreach

https://sakinahoutreach.org/job/executive-secretary-vacancy-announcement/

Executive Secretary

Employment Type
Full Time

Industry
Non-Governmental Organisation (NGO)

Job Location
Isheri-Berger

Date posted
February 24, 2026

Description

Sakinah Medical Outreach is inviting applications for the position of **Executive Secretary**.

We are seeking a highly organized, proactive, and professional individual who will support executive operations and contribute to the smooth running of our administrative processes.

Responsibilities

- Provide high-level administrative support
- Manage schedules, meetings, reports, and correspondence
- Maintain documentation and records
- Support internal coordination and communication
- Assist with organizational planning and reporting

Qualifications

- Strong administrative and organizational skills
- Excellent written and verbal communication
- Proficiency in digital tools and office systems
- Professional discretion and strong time-management ability
- Experience in NGO or administrative roles is an added advantage

Job Benefits

Sakinah Medical Outreach is committed to alleviating the burden of medical bills for less privileged individuals. Join a mission-driven team dedicated to providing free healthcare services and transforming lives.

Contacts

Send your CV to: info@sakinahoutreach.org
Application Deadline: 15 March, 2026