



JOB DESCRIPTION – OFFICE ASSISTANT

JOB TITLE: OFFICE ASSISTANT

LOCATION: Lagos

REPORTING TO: Facility Managers

SECONDARY SUPERVISOR: Director of Operations

Gross Salary: 141,900

Employment Type: Contract

Contract Duration: 1 year (renewable)

Application Deadline; 2nd June, 2026

ABOUT TIERS:

[The Initiative for Equal Rights](#) (TIERs) is a nonprofit human rights organization committed to creating societies where human rights are guaranteed regardless of identity or status.

Guided by feminist principles and democratic values, our main aim is to protect, uphold, and promote the rights and humanity of sexual and gender minorities, women, PLHIV and intersecting marginalized groups.

Our work spans across Nigeria and some parts of Africa through narrative change and advocacy, health service provision, human rights violation response and documentation, research and knowledge sharing, economic justice, and provision of safe platforms for convergence.

SUMMARY: The Office Assistant is responsible for supporting the daily operations of the organization by ensuring the cleanliness, upkeep, and smooth functioning of the office facility. The role also involves running official errands, providing basic administrative support, and occasionally managing the front desk/reception area to ensure visitors and clients are properly received and attended to.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned)

Facility Cleaning and Upkeep

- Clean and maintain office spaces, including workstations, meeting rooms, restrooms, kitchen areas, and common areas.
- Ensure the office environment is neat, hygienic, and organized at all times.
- Dust, sweep, mop, vacuum, and sanitize surfaces regularly.
- Monitor and restock cleaning supplies, toiletries, and office refreshments where necessary.
- Report maintenance issues, damages, or safety concerns promptly to the facility managers.
- Support proper waste disposal and ensure compliance with hygiene and safety standards.



Front Desk and Reception Support

- Occasionally manage the front desk/reception area when required.
- Welcome and direct visitors, clients, and vendors professionally.
- Answer and direct incoming calls and inquiries appropriately.
- Maintain professionalism and confidentiality while attending to visitors and guests.

Errands and Administrative Support

- Run official errands including procurement support, document delivery, and supply purchases.
- Assist with setting up meeting rooms and preparing spaces for trainings, meetings, or events.
- Support inventory management for office and cleaning supplies.
- Assist operations staff with basic office support duties as assigned.

Health, Safety, and Compliance

- Ensure cleaning materials and equipment are used and stored safely.
- Support compliance with organizational health and safety procedures.
- Maintain confidentiality and professionalism in all interactions.

REQUIREMENTS

- Minimum of SSCE/WAEC qualification.
- Previous experience in office cleaning, facility support, or administrative assistance is an advantage.
- Good communication and interpersonal skills.
- Ability to multitask and work with minimal supervision.
- Trustworthy, punctual, organized, and detail-oriented.
- Basic knowledge of workplace hygiene and safety practices.
- Ability to read and write in English.

Personal Competencies

- Attention to detail
- Time management
- Professionalism
- Reliability and accountability
- Teamwork and collaboration
- Customer service orientation

The Initiative for Equal Rights (TIERs) is an equal opportunity employer committed to building a diverse, inclusive, and equitable workplace. We welcome applications from qualified candidates regardless of age, gender identity or expression, sexual orientation, disability,

Embrace Diversity, Stop Discrimination

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ethnicity, religion, marital status, socioeconomic background, or other protected characteristics.

We strongly encourage applications from individuals with lived experiences and those from communities directly impacted by the issues we work to address. All employment decisions are based on qualifications, merit, and organisational needs.

