

Job Openings

Job Title: ASSISTANT, Trade Missions & Events Department

Location: Hybrid

Job Type: Full-time/ Contract

Job Overview

We are seeking a highly organized, proactive, and detail-oriented assistant in our **Trade missions & Events department** to support our global trade initiatives and event management operations. In this role, you will assist with the planning, coordination, and execution of international trade missions, business events, and other related activities. This position requires strong communication skills, cultural awareness, and a passion for international business development.

Key Responsibilities

- **Event Coordination:** Assist in the planning and management of international trade events, business missions, and industry conferences. This includes logistics, scheduling, vendor management, and preparing event materials.
- **Travel & Logistics Coordination:** Help organize travel arrangements for delegates and participants, including flights, accommodation, transportation, and visa processes.
- **Stakeholder Communication:** Liaise with international partners, government agencies, exhibitors, and other stakeholders to facilitate effective communication and ensure smooth event operations.
- **Documentation & Reporting:** Prepare reports, presentations, and other documents for meetings and briefings. Ensure all documentation for international missions is up-to-date and accurately reflects progress.
- **On-Site Support:** Provide on-site assistance during trade missions, conferences, and events to ensure seamless execution and troubleshoot any challenges as they arise.

- **Collaboration with Cross-Functional Teams:** Work closely with internal teams such as digital and market to ensure alignment and smooth execution of events and trade missions.
- **Database Management:** Maintain and update databases of international contacts, event participants, and partners. Track interactions and follow-up actions to ensure continued engagement.

Qualifications

- **Education:** Bachelor's degree in International business, Trade, Marketing, Event Management, or a related field.
- **Experience:** Previous experience in international trade, event management, or related roles is highly desirable. Experience working in a multicultural or global setting is a plus.
- **Skills:**
 - Strong organizational skills and attention to detail.
 - Excellent written and verbal communication skills.
 - Ability to manage multiple tasks and deadlines.
 - Familiarity with trade regulations, international markets, and export/import processes is a plus.
 - Proficiency in Microsoft Office Suite and event management software.
 - Knowledge of CRM tools or project management software (e.g., Salesforce, Trello, Hubspot etc) is advantageous.
- **Languages:** Fluency in English required. Additional language skills (e.g., Spanish, French, Mandarin) are a plus.
- **Cultural Awareness:** Ability to work effectively with diverse teams and international clients, understanding the nuances of cross-cultural communication and business practices.
- **Flexibility:** Willingness to travel within Nigeria, and occasionally work during weekends.

Personal Attributes

- Strong problem-solving abilities and a proactive approach to tasks.

- Able to work under pressure and adapt to changing priorities.
- Team-oriented with a collaborative mindset.
- Ability to complete tasks with little supervision
- Client-focused, with excellent interpersonal skills to build relationships with international partners.

Benefits

- Competitive salary
- HMO, group life insurance, and pension
- 2 days work from home
- 20 days paid leave
- Conducive work environment