



Evaluation & Staffing Africa Limited

HIRING – Head of Admin

Dec 3, 2025

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Job #	Position	Type of Firm	Job Location	Closing Date
ADM110125	Head of Administration	Automobile	Lagos, Nigeria	Jan 30 th 2026

Contract Type: Permanent (Full Time)

Industry: Electric Vehicle (EV) Mobility

Reports to: Chief Executive Officer (CEO)

About the Company: A rapidly growing, private investment-backed electric vehicle (EV) mobility start-up in Nigeria, selling and operating EVs (cars, buses, and taxis for urban mobility). In partnership with a leading ride-hailer in Nigeria to supply and operate over 500 EVs and the company had EV sales of over N700m last year. The company aims to add 200 EVs in 2026 to its fleet, build 2x operational bases and achieve over N2.5bn in sales. In addition the company is also developing a EV mechanic / EV charging training program to accelerate technical readiness for the EV transition across Nigeria.

To support rapid expansion and organisational structure, the company is seeking a highly capable Head of Admin with strong competencies in Accounting, Finance, and Operations. This role will serve as a central pillar in the company's growth and will coordinate (the CEO, Logistics, EV fleet operations, Technology, HR).

Job Summary

The Head of Admin will oversee administrative operations, financial oversight (non-CFO-level), production operations support, and organisational coordination. The role is ideal for a detail-oriented, analytical, and structured professional capable of building systems, strengthening internal controls, and driving execution across teams.

This is a strategic and execution-heavy leadership role reporting directly to the CEO.

Key Responsibilities

A. Administrative Leadership

- Provide strategic and hands-on leadership across all administrative functions.
- Develop, implement, and continuously improve administrative policies, SOPs, and operational documentation.
- Oversee facility management, logistics, compliance reporting, and general office operations.
- Ensure effective information flow and administrative coordination across departments and production units.

B. Finance & Accounting Oversight

- Support budgeting, expenditure control, and financial documentation in collaboration with the Finance/Accounts team.
- Ensure cost tracking, accurate bookkeeping, internal control adherence, and timely reporting.
- Support production-related financial processes including material costing, inventory documentation, and operational expenses.
- Prepare administrative and financial performance reports for the CEO and Board.
- Ensure compliance with regulatory, tax, and statutory documentation requirements.

C. Ridehailer Contract

- Support onboarding of drivers and cars
- Ensure the active Monitoring of contract operations and fleet performance
- Ensure daily reporting of operational outcomes.
- Validate the driver contracts and partner contract payments.
- Coordinate/ Support with the Senior Driver on schedules and operational issues.

D. Logistics, Operations & Production Support

- Work closely with logistics team to ensure logistics are smooth and planned properly.
- Support planning and execution for scaling operations from 10 to 500 units over the next three years.
- Charging systems - ensure that charging needs are met.
- Coordinate with the Head of Logistics and Special Projects.

- Assist the CEO in establishing dashboards, workflows, and operational reporting structures.

E. EV Training Program Oversight

- Provide administrative leadership for the EV mechanic training initiative.
- Coordinate training schedules, resources, facilities, and partner engagements.
- Maintain comprehensive documentation, reports, and progress indicators for program performance.

F. Technology

- Use of and training in Zoho Technology to support the business.
- Engage and communicate with the technology team and ensure that all data is kept within the Zoho system and adopt a “system first” mindset.
- Design and propose updated reports for management

G. People & Office Management

- Coordinate recruitment administration, onboarding, HR documentation, and employee support activities.
- Maintain discipline, culture alignment, and efficient office operations.
- Support departmental alignment and cross-functional collaboration.

The role will be focused also on ensuring that its Zoho Implementation is executed across the company.

Qualifications & Experience

- Bachelor’s degree in Accounting, Finance, Business Administration, Engineering, or related fields.
- ACA/ACCA or other professional accounting certification is strongly preferred.
- 8–12 years’ experience in administration, operations, finance/accounting, or manufacturing-related support roles.
- Experience in a structured, manufacturing, automotive, engineering, or fast-growing start-up environment.
- Strong operational, organisational, and financial documentation skills.
- Proficiency with Excel, ERPs, Zoho CRM, data reporting, and administrative management tools.

Preferred

- Experience in the taxi, logistics operations, fleet operations, automotive, renewable energy, power or industrial sectors.
- Background supporting physical capacity expansion or operational scale-ups.
- Familiarity with Zoho, LEAN operations, continuous improvement, and workflow optimisation.

Key Competencies

- Exceptional administrative and organisational ability
- Strong business and financial understanding
- Process improvement and operational discipline
- Leadership, communication, and cross-team collaboration
- High integrity, ownership mindset, and accountability
- Resilience and adaptability to fast-paced growth

Compensation: Pay ranges between N10m to N15m annual gross + other benefits.

To Apply: Please send updated resume to s.ukute@es-africa.com for consideration.