

MOVI POWER SYSTEMS LIMITED

Lighting your world!

VACANCY NOTICE

Position: *Company Secretary (Executive Support & Operations)*

Location: Abuja (Head Office)

Movi Power Systems Limited, a leading engineering and power solutions company with over 32 years of industry experience in Diesel/Gas Generators, Renewable Energy, Transformers, Transmission & Distribution, and Civil Engineering Works, invites applications from qualified and experienced professionals to provide executive, commercial, and operational support at senior management level.

Key Responsibilities:

- Executive Support to Chairman/CEO
- Provide direct administrative and strategic support to the Chairman/CEO.
- Prepare executive briefs, reports, presentations, and board documentation.
- Coordinate executive meetings and follow up on strategic directives.
- Sales & Commercial Support
- Support preparation and review of major proposals, tenders, and contracts.
- Ensure proper documentation of sales approvals and executed agreements.
- Coordinate documentation for large-scale engineering and infrastructure projects.
- Operations & Compliance
- Oversee corporate documentation, MOUs, and partnership agreements.
- Ensure compliance with statutory and regulatory requirements.
- Maintain statutory registers and corporate records.
- Coordinate inter-departmental communication across Sales, Finance, and Operations.

Qualifications & Experience:

- Bachelor's Degree in Law (LL.B), Business Administration, or related field.
- BL and/or ICSAN certification strongly preferred.
- Minimum of 5–8 years' relevant experience in executive or corporate governance role.
- Strong knowledge of Nigerian corporate and regulatory framework.
- High integrity, discretion, and strong organizational ability.

How to Apply:

Interested and qualified candidates should forward their CV, cover letter, and copies of relevant certifications to:

Email: sales@movipower.com

Subject Line: Application for Company Secretary Position

Or

Visit the company website and apply online.

Website: www.movipower.com/careers