



LIFECARE CONNECT

AN ANCESTRA GROUP COMPANY · NIGERIA & AFRICA

WE'RE HIRING

Office Manager / Administrator

LOCATION Uyo, Akwa Ibom State, Nigeria (on-site)	EMPLOYMENT TYPE Full-time, permanent
DEPARTMENT Administration	REPORTS TO Business Development Team
APPLICATION WINDOW 1 November – 31 December 2026	TARGET START DATE 4 January 2027

ABOUT LIFECARE CONNECT

LifeCare Connect Nigeria Limited is the CAC-registered umbrella commercial entity through which every Group platform is marketed, contracted and delivered in Nigeria and across Africa. It sits under the Ancestra Group parent brand, alongside LifeCare Medical Group. The Group operates five platforms, three of them in active focus: Ancestra Health (a full health-tech suite — Telehealth, EHR, ClinicOS, Hospital Management OS, Lab Management OS), QualiSentinel (a quality-management SaaS product, also offered as an outsourced Quality Management as a Service), and JAPAC Accreditation (laboratory, testing and certification-body accreditation services). Two further platforms, OneHealth Sentinel and NCD Sentinel, are secondary, longer-lead opportunities pursued primarily through a government and public-sector sales motion. Contracts, invoicing and local employment all run through LifeCare Connect — there is no separate Employer of Record. We are opening our founding operations base in Uyo, Akwa Ibom State, with a start date targeted for January 2027, and are building the launch team that will get every part of that office running from day one.

ROLE OVERVIEW

The Office Manager/Administrator is the operational backbone of the new Uyo office — the person who makes sure the building, the records, the schedules and the day-to-day logistics all run smoothly so that every department can focus on its own work from day one.

KEY RESPONSIBILITIES

- Manage day-to-day office operations, facilities and vendor relationships for the Uyo office.
- Support the Group's document-control discipline — filing, retrieval and version tracking of physical and digital records alongside the Quality function.
- Coordinate meeting schedules, travel arrangements and correspondence for the Business Development Team and department leads.
- Manage office supplies, equipment and asset inventories, and coordinate procurement with Finance.

- Support new-hire onboarding logistics — workspace setup, identification, welcome materials — alongside HR.
- Act as a secondary point of contact for visitors and general correspondence, backing up the Front Desk/Client Support Officer.
- Assist Finance with basic expense tracking, petty cash administration and receipt filing.
- Maintain the office's health, safety and general upkeep standards.

REQUIREMENTS & QUALIFICATIONS

- Bachelor's degree, HND or equivalent; a diploma in Office Administration or Business Administration is acceptable.
- A minimum of 3 years' administrative or office management experience.
- Strong organizational skills and the ability to manage multiple priorities with discretion.
- Proficiency with MS Office / Google Workspace and general office systems.
- Excellent written and spoken English communication.

WHAT WE OFFER

- A founding role shaping how the Uyo office runs from its first day of operation.
- Broad exposure across HR, Finance, Quality and Operations functions.
- A structured, ISO 9001-aligned working environment.

HOW TO APPLY

Send your CV and a short cover note to careers@lifecareconnect.ng with the position title in the subject line. Applications are reviewed on a rolling basis; early applications are encouraged as interviews may begin before the window closes.

Compensation: Competitive salary, commensurate with experience.