

Personal Driver in Victoria Island, Lagos State

Recruitment Manager: Globalclique HR

Job Title: Personal Driver in Victoria Island, Lagos State

Job Type: Full-Time

Job Description:

We are seeking a reliable and experienced Personal Driver to provide safe and efficient transportation for our executive in Victoria Island, Lagos. The ideal candidate will be punctual, courteous, and committed to ensuring a smooth and enjoyable travel experience. This role includes maintaining the vehicle in excellent condition and occasionally assisting with other errands and tasks.

Requirements:

Valid driver's license with a clean driving record.

Proven experience as a Personal Driver, Chauffeur, or similar role.

Familiarity with GPS and navigation systems, with a strong knowledge of local routes and traffic patterns.

Excellent time management and punctuality.

Ability to maintain confidentiality and discretion.

Strong communication and interpersonal skills.

High school diploma or equivalent.

Physical capability to assist with lifting and carrying as needed.

Professional and well-groomed appearance.

Job Responsibilities:

Safely drive the executive to and from destinations, including work, meetings, and appointments.

Maintain the cleanliness, organization, and functionality of the vehicle.

Monitor and schedule regular vehicle maintenance to ensure optimal operation.

Plan routes and adapt to changes, avoiding traffic and minimizing delays.

Assist with loading, unloading, and carrying luggage or other personal items.

Maintain confidentiality and respect the executive's privacy always.

Run occasional errands as requested.

If you are a dependable, professional driver with a commitment to service and safety, we encourage you to apply. Please submit your resume and references to hr@globalclique.net

Executive Assistant with Sound Administrative Skills in Victoria Island.

Recruitment Manager: Globalclique HR

Job Vacancy: Executive Assistant with Sound Administrative Skills.

Location: Victoria Island, Lagos State

Employment Type: Full-time

Work Hours: 8:00 AM – 5:00 PM

Job Description:

We are seeking an organized and proactive Executive Assistant with excellent administrative skills to support our executive team in Victoria Island, Lagos. The ideal candidate will manage schedules, coordinate meetings, and handle confidential information with the utmost discretion. This role requires a

self-starter with strong communication abilities, exceptional time-management skills, and the capacity to anticipate the needs of the executives.

Requirements:

Proven experience as an Executive Assistant, Personal Assistant, or in a similar administrative role.

Excellent organizational and multitasking abilities.

Strong communication skills, both written and verbal.

High level of professionalism and confidentiality.

Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

Ability to prioritize tasks, work under pressure, and meet deadlines.

Strong problem-solving skills and attention to detail.

Qualifications:

HND/ Bachelor's/ Master's degree in Business Administration, Management, or a related field.

Five (5) years of experience in an administrative or executive support role.

Experience in event planning, project management, or office administration is an advantage.

Certification in office management or administrative support is a plus.

Job Responsibilities:

Provide high-level administrative support to executives, including managing schedules, organizing meetings, and coordinating travel arrangements.

Act as the first point of contact for the executive, handling correspondence, emails, and phone calls with professionalism.

Prepare and edit reports, presentations, and other documents as needed.

Conduct research and compile data to assist with decision-making processes.

Organize and maintain filing systems for both digital and physical documents.

Coordinate and assist in planning corporate events and meetings.

Handle confidential information with integrity and discretion.

Manage office supplies and resources to ensure smooth daily operations.

Liaise with internal teams and external clients on behalf of the executive.

If you are a highly organized professional looking to make a meaningful impact, we would love to hear from you. Please submit your resume and cover letter to hr@globalclique.net

Estate Surveyor with Valuation Specialty in Victoria Island, Lagos State.

Recruitment Manager: Globalclique HR

Job Vacancy: Estate Surveyor with Valuation Specialty.

Location: Victoria Island, Lagos State

Employment Type: Full-time

Work Hours: 8:00 AM – 5:00 PM

Job Description:

We are looking for a skilled and detail-oriented Estate Surveyor with a specialization in property valuation to join our team in Victoria Island, Lagos. The role involves conducting property valuations, preparing valuation reports, and advising clients on property market values. The ideal candidate will have extensive knowledge of property market

trends, regulatory requirements, and valuation methodologies.

Requirements:

Proven experience in property valuation and estate surveying.
Strong knowledge of property market trends, valuation techniques, and regulatory guidelines.

Proficiency in using property valuation software and Microsoft Office Suite.

Excellent communication, analytical, and report-writing skills.

Ability to work independently and manage time effectively.

High level of integrity, professionalism, and attention to detail.

Job Responsibilities:

Conduct property inspections and valuations for residential, commercial, and industrial properties.

Prepare accurate and detailed valuation reports for clients, including market analysis and property assessments.

Conduct research on property market trends, zoning regulations, and comparable property sales.

Advise clients on property values, acquisition, sales, and leasing options.

Assist in managing and maintaining an up-to-date property database.

Coordinate with real estate agents, financial institutions, and clients as needed.

Ensure compliance with relevant regulatory and professional standards in all valuation reports.

Support other estate management activities as required.

Job Qualifications:

HND/ Bachelor's/ Master's degree in Estate Management, Surveying, or a related field.

Minimum of 3 years of experience as an Estate Surveyor with a focus on valuation.

Membership or certification from a recognized professional body (e.g., NIESV) is highly preferred.

If you're an experienced Estate Surveyor with expertise in valuation, we would love to hear from you. Please send your resume and a cover letter to hr@globalclique.net

Vacancy for Accountant in Lekki Phase 1, Lagos State.

Job Title: Accountant

Location: Lekki Phase 1, Lagos

Employment Type: Full-time

Job Description:

We're looking for an organized and driven individual to join our growing team as an Accountant.

Our choice candidate will work with our Finance and Accounts team in handling the day-to-day financial operations for the Company.

Duties and Responsibilities:

You will take charge of the finance department:

Perform day-to-day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables and data.

Prepare bills, invoices and bank deposits

Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.

Perform bank reconciliations – the reconciliation of the bank statement against the GL and reconciliation of any assigned clearing accounts.

Role Qualifications:

B.Sc Degree in Finance, Accounting or Business Administration
HR experience is a plus.

ICAN or ACCA certification is a plus

Minimum of 5 years of proven working experience in a finance role

Finance experience in an NGO space or in managing projects is an advantage

Solid understanding of basic accounting principles,

Proven ability to calculate, post and manage accounting figures and financial records

Data entry skills along with a knack for numbers

Hands-on experience in operating spreadsheets and accounting software (Quickbooks, ERP software or SAGE 50)

Proficiency in English and in MS Office

Customer service orientation and negotiation skills

A high degree of accuracy and attention to detail.

Salary

N160,000 – N200,000 Monthly.

How to Apply:

Interested and qualified candidates should send their CVs to: bsrecruitslagos@gmail.com using the Job Title as the subject of the mail.

Inventory/Reconciliation Account Officer in Lekki, Lagos State.

Job Title: Inventory/Reconciliation Accounts Officer

Location: Lekki, Lagos

Employment Type: Full-time

Job Responsibilities:

Ensure that inventory levels are accurate.

This includes identifying and correcting inventory errors, and recommending inventory levels based on sales forecasts and demand.

Track and manage the company's inventory. This includes maintaining inventory records, conducting physical inventory counts.

Fill in for the Executive Chef in planning and directing food preparation when necessary.

Responsible for analyzing financial and sales records to ensure accuracy and resolve any discrepancies from cash points.

Responsible for reconciling transactions across the general and sub-ledgers with other key account reconciliations such as bank

Statements, inventory control, clearing, billings, etc

Qualifications & experience

HND / B.Sc / OND plus 2 years relevant experience.

Application Closing Date

15th November, 2024.

How to Apply

Interested and qualified candidates should send their CVs to:

olayemi.oguntoye-hr@kingfisherafrica.com using the job title as the subject of the mail.

Vacancy for Secretary in Surulere, Lagos State.

Job Title: Secretary

Location: Surulere, Lagos

Employment Type: Full-time

Responsibilities:

- Welcoming visitors and clients.
- Answering phone calls.
- Responding to emails.
- Scheduling meetings.
- Preparing conference rooms for meetings.
- Making travel arrangements for executives.
- Printing and copying documents as needed.
- Organizing and distributing messages.
- Maintaining company schedules.
- Organizing documents and files.
- Documenting financial information.
- Maintaining and ordering office supplies

Requirements:

- Proficiency with Microsoft Office.
- Excellent computer literacy.
- Excellent interpersonal skills.
- Ability to multitask.
- Excellent communication skills.

Excellent time management skills.

Prior experience in administration would be advantageous.

Candidates must possess an OND, HND or a B.Sc in secretarial management.

Application Closing Date

31st October, 2024.

How to Apply

Interested and qualified candidates should send their CVs to: bss_consulting@yahoo.com or info@bss-ng.com using the Job Title as the subject of the email.

Note: Preference will be given to those living within surulere and environment.

VACANCY FOR ACCOUNTANT IN AMUWO ODOFIN, LAGOS STATE.

Position: Accountant

Location: Amuwo Odofin

Employment Type: Full-time

Salary: 150,000

Experience: 2 -3 years

Overview:

We are seeking a detail-oriented and experienced Accountant to manage and oversee financial activities for our client's retail business. The Accountant will be responsible for maintaining accurate financial records, preparing financial reports, and ensuring compliance with relevant regulations. The ideal candidate will have a strong understanding of retail accounting practices, inventory management, and cost control.

Key Responsibilities:

1. Financial Reporting: Prepare monthly, quarterly, and annual financial statements including profit and loss statements, balance sheets, and cash flow reports.
2. Bookkeeping: Maintain accurate financial records, including accounts payable and receivable, payroll, and general ledger entries.
3. Inventory Accounting: Monitor and account for stock levels, including managing costs associated with inventory purchases, shrinkage, and adjustments.
4. Budgeting and Forecasting: Assist in the preparation of budgets and forecasts, ensuring they align with the financial objectives of the retail business.
5. Tax Compliance: Prepare and file tax returns and ensure compliance with all tax regulations, including VAT, sales tax, and other applicable taxes.
6. Cost Control: Monitor expenses and suggest cost-saving measures without compromising on the quality of services.
7. Accounts Reconciliation: Perform monthly reconciliations of bank accounts, credit card statements, and other financial records to ensure accuracy.
8. Internal Controls: Develop and enforce internal financial controls and procedures to safeguard company assets.
9. Audit Support: Coordinate with external auditors during financial audits and provide necessary documentation.
10. Financial Analysis: Analyze financial data to identify trends, variances, and opportunities for improvement within the retail operations.

Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field.
- Proven experience in accounting, preferably in a retail environment.
- Strong knowledge of retail accounting principles, inventory management, and cost control.

- Proficiency in accounting software (e.g., QuickBooks, Xero) and MS Office Suite (especially Excel).
- Excellent analytical and problem-solving skills.
- Strong attention to detail and accuracy.
- Ability to work independently and meet tight deadlines.

How to Apply:

Interested candidates should submit their resume and cover letter to L.recruiter@fmragency.com.