

VACANCY FOR THE POST OF ADMINISTRATIVE EXECUTIVE

About the Company

Our Company is a vibrant and growing interior design and home décor brand offering customized solutions that redefine spaces. From furniture selection to space planning, we blend creativity with functionality to meet the aesthetic and lifestyle needs of our clients.

Position Summary

We are seeking a proactive and highly organized **Administrative Executive** to support the day-to-day operations of the business. The ideal candidate will manage administrative tasks, coordinate schedules, handle client correspondence, and assist in ensuring smooth office operations.

Key Responsibilities

- Oversee daily administrative operations and office coordination
- Handle scheduling, calendar management, and meeting arrangements
- Respond to calls, emails, and client inquiries professionally and promptly
- Maintain organized filing systems (both digital and physical)
- Assist in procurement of office supplies and inventory tracking
- Support the finance team with petty cash records and expense reporting

- Coordinate staff activities and internal communication
- Prepare and manage reports, documents, and internal memos
- Liaise with vendors, clients, and service providers on administrative matters

Requirements

- Minimum of OND/HND/B.Sc. in Business Administration, Office Management, or related field
- At least 1–2 years of relevant experience in an administrative or front-office role
- Excellent written and verbal communication skills
- Strong attention to detail and ability to multitask
- Proficient in Microsoft Office (Word, Excel, Outlook) and digital tools
- Good organizational and problem-solving skills
- Professional demeanor and ability to maintain confidentiality
- Experience in a design, lifestyle, or creative industry is an advantage

How to Apply

Interested and qualified candidates should send their CV to **globalcliquehr@gmail.com** with the subject: **“Administrative Executive “**

VACANCY FOR THE POST OF BUSINESS/SALES MANAGER

About the Company

Our Company is a growing interior design and home décor brand committed to transforming spaces into stylish, functional, and aesthetically pleasing environments. From custom furniture and design consultations to luxury accessories and home makeovers, we provide top-notch interior solutions tailored to our clients' tastes and budgets.

Position Summary

We are seeking an experienced and result-oriented **Business/Sales Manager** to lead our sales and business growth strategy. The ideal candidate will have a strong background in sales, client relationship management, and team leadership, especially within the interior design, real estate, luxury, or lifestyle industry.

Key Responsibilities

- Develop and execute business development and sales strategies to meet company growth targets.
- Identify and pursue new business opportunities, partnerships, and key accounts.
- Oversee daily sales activities and manage a small sales/marketing team.
- Build and maintain strong client relationships with both individual and corporate customers.
- Prepare regular reports on sales performance, market trends, and client feedback.

- Collaborate with the design team to ensure product/service offerings align with customer preferences.
- Represent the company at industry events, expos, and networking opportunities.
- Drive promotional campaigns, lead conversions, and online sales initiatives.

Requirements

- Bachelor's degree in Business Administration, Marketing, or a related field.
- Minimum of 5 years proven experience in sales, business development, or client-facing roles.
- Strong communication, negotiation, and interpersonal skills.
- Background in interior design, real estate, furniture, or luxury/lifestyle industry is an added advantage.
- Digital marketing and CRM tool knowledge is a plus.
- Self-motivated, proactive, and able to work independently with minimal supervision.
- Leadership experience is required.

How to Apply

Interested and qualified candidates should send their CV to **globalcliquehr@gmail.com** with the subject: **“Business/Sales Manager ”**

VACANCY FOR THE POST OF EXPERIENCED PROJECT MANAGER

About the Company

Our Company is a leading provider of elegant and functional interior design solutions. We specialize in residential and commercial spaces, offering everything from space planning and décor to custom furniture and installation. Our mission is to create stylish environments that reflect the personality and taste of our clients.

Position Summary

We are hiring a highly organized and proactive **Experienced Project Manager** to oversee the execution of interior design projects from start to finish. The ideal candidate will ensure projects are delivered on time, within budget, and meet both client and quality expectations.

Key Responsibilities

- Plan, coordinate, and manage all aspects of interior design projects from concept to completion.
- Serve as the main point of contact between clients, vendors, contractors, and the internal design team.
- Create project timelines, allocate resources, and monitor progress and deliverables.
- Conduct site visits, supervise installations, and ensure work aligns with design specifications.
- Handle budgeting, procurement, and inventory of project materials and furnishings.
- Identify and mitigate project risks or delays.

- Provide timely updates and reports to management and clients.
- Ensure compliance with health, safety, and regulatory standards.

Requirements

- Bachelor's degree in Architecture, Interior Design, Project Management, or a related field.
- Minimum of 5 years' experience managing interior design, construction, or real estate projects.
- Proven ability to manage budgets, timelines, and multiple stakeholders.
- Strong leadership, communication, and problem-solving skills.
- Proficiency in project management tools and software (e.g., Trello, MS Project, AutoCAD is a plus).
- Ability to work under pressure and manage multiple projects simultaneously.
- Attention to detail and passion for design excellence.

How to Apply

Interested and qualified candidates should send their CV and cover letter to **globalcliquehr@gmail.com** with the subject:

" Experienced Project Manager "

VACANCY FOR THE POST OF WAITRESS IN IKOTA LEKKI, LAGOS, NIGERIA

Our Profile

We are one of Lagos' fast-rising culinary brands, known for delivering premium food experiences with unmatched flavor and service. With our flagship outlet in Ikota, Lekki, we are redefining casual dining by offering quality meals in a vibrant and welcoming environment. As our brand continues to grow, we are looking for dedicated and service-oriented individuals to join our team.

Role Overview

The ideal candidate is friendly, courteous, and passionate about food and customer service. **The waitress** will be responsible for creating a welcoming atmosphere, taking orders, serving meals, and ensuring a memorable dining experience for every customer.

Key Responsibilities

- Greet and welcome guests in a warm and professional manner
 - Present menus, take food and drink orders accurately
 - Serve food and beverages promptly and professionally
 - Ensure tables are clean and properly set before and after service
 - Respond promptly to customer needs, complaints, or questions
 - Work closely with kitchen and service teams to ensure

seamless operations

- Provide guests with menu recommendations or answers to food-related questions
- Handle payment transactions or refer customers to the cashier when needed
- Maintain cleanliness, orderliness, and safety of the dining area at all times

Requirements

- Minimum of SSCE/WAEC/OND or relevant hospitality training is an added advantage
- Previous experience in food service, hospitality, or a similar role is desirable
- Excellent communication and interpersonal skills
- Strong attention to detail and a sense of responsibility
- Neat appearance and good personal hygiene
- Friendly, polite, and customer-focused attitude
- Ability to work efficiently in a fast-paced environment
- Must live within Lekki-Ajah and nearby environments

How to Apply

- Interested candidates should send their CVs to **hr@globalclique.net**
- Use the job title “**Waitress**” as the subject of the email
- Only shortlisted candidates will be contacted

VACANCY FOR THE POST OF OFFICE ASSISTANT IN IKOTA LEKKI, LAGOS, NIGERIA

Our Profile

Mo Grills is one of Lagos' fast-rising culinary brands, known for delivering premium food experiences with unmatched flavor and service. Located in the heart of Ikota, Lekki, we are redefining the casual dining landscape through exceptional customer service and operational excellence.

As part of our expansion, we are seeking a reliable and well-organized **Office Assistant** to support our daily administrative and operational tasks.

Role Overview

The ideal candidate is dependable, detail-oriented, and able to multitask in a dynamic food service environment. You will support the team in ensuring smooth office operations, maintaining documentation, and assisting in basic logistical and clerical duties.

Key Responsibilities

- Handle basic clerical and administrative tasks, including filing, photocopying, and record-keeping.
- Run errands such as purchasing office supplies, dispatching documents, or coordinating deliveries.

- Keep the office environment clean, organized, and well-stocked.
- Receive visitors and assist with basic customer or vendor inquiries.
- Support inventory checks and stock updates for the restaurant.
- Assist with communication between kitchen, service staff, and management.
- Handle simple correspondence and report submission as directed.
- Provide ad hoc support to other departments when needed.

Requirements

- SSCE / OND / NCE in any discipline.
 - Minimum of 1 year experience in a similar support role is an advantage.
 - Ability to communicate clearly and professionally.
 - Trustworthy, punctual, and organized.
 - Basic computer knowledge (MS Word/Excel) is an added advantage.
 - Willingness to learn and take initiative.
 - Resides within Lekki or surrounding areas.

How to Apply

- Interested candidates should send their CVs to **hr@globalclique.net**
 - Use the job title **“Office Assistant”** as the subject of the email.
 - Only shortlisted candidates will be contacted.

VACANCY FOR THE POST OF KITCHEN MANAGER IN IKOTA LEKKI, LAGOS, NIGERIA

Our Profile

Mo Grills is one of Lagos' fast-rising culinary brands, delivering premium food experiences with unmatched flavor and service. Our flagship outlet in Ikota, Lekki is redefining casual dining by combining high-quality meals with exceptional customer experience.

As we continue to grow, we are looking to hire a **Kitchen Manager** who will oversee kitchen operations, uphold food quality standards, manage kitchen staff, and ensure smooth coordination between the kitchen and service teams.

Role Overview

The ideal candidate is an experienced kitchen professional with strong leadership, organizational, and culinary skills. They must be able to manage a fast-paced kitchen environment, maintain consistency in food preparation, and ensure kitchen hygiene and compliance.

Key Responsibilities

- Oversee the daily operations of the kitchen, including food preparation, cooking, and plating.
- Ensure food is prepared according to recipes,

portioning, and presentation standards.

- Manage inventory, order supplies, and reduce food waste through efficient stock control.
- Supervise, train, and schedule kitchen staff, ensuring adherence to kitchen protocols.
- Maintain cleanliness and hygiene in compliance with health and safety regulations.
- Work with the front-of-house team to coordinate timely and quality food service.
- Monitor food costs, portion sizes, and kitchen expenses to stay within budget.
- Support in menu development, testing new recipes, and improving food offerings.
- Handle kitchen-related customer complaints or food quality concerns professionally.

Requirements

- OND/HND/BSc in Culinary Arts, Hospitality, or any relevant discipline.
- Minimum of 2–3 years' experience in a supervisory or kitchen manager role.
- Strong knowledge of food safety, hygiene, and kitchen best practices.
- Excellent communication and leadership skills.
- Ability to multitask, work under pressure, and manage a team.
- Passion for food, presentation, and delivering high-quality service.
- Resides within Lekki/Ajah and its environs (added advantage).

How to Apply

- Interested candidates should send their CVs to

hr@globalclique.net

- Use the job title “**Kitchen Manager**” as the subject of the email.
 - Only shortlisted candidates will be contacted.
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VACANCY FOR THE POST OF DISPATCH RIDER IN IKOTA LEKKI, LAGOS, NIGERIA

Our Profile

Mo Grills is one of Lagos’ fast-rising culinary brands, known for delivering premium food experiences with unmatched flavor and service. Located in Ikota, Lekki, we are redefining the food delivery experience by combining quality meals with swift, customer-friendly logistics.

We are currently seeking a reliable and efficient **Dispatch Rider** to support our growing delivery operations and ensure timely delivery of customer orders.

Role Overview

The ideal candidate is dependable, knowledgeable of Lagos roads, and understands the importance of excellent customer service and time management in food delivery.

Key Responsibilities

- Pick up and deliver customer food orders promptly and safely.
 - Ensure accurate and timely deliveries in line with company expectations.
 - Maintain communication with the kitchen, front desk, and customers throughout the delivery process.
 - Inspect and maintain the delivery bike to ensure roadworthiness and safety.
 - Handle cash or POS payments from customers when required.
 - Keep records of deliveries and submit reports to management daily.
 - Follow all traffic laws and safety regulations during deliveries.

Requirements

- Minimum of SSCE or equivalent.
 - Must possess a valid Rider's Permit and a clean driving record.
 - Prior experience as a Dispatch Rider (preferably in food delivery) is an added advantage.
 - Familiar with Lagos roads, especially Lekki and surrounding areas.
 - Good communication and interpersonal skills.
 - Must be punctual, responsible, and customer-oriented.
 - Ability to maintain the assigned bike in clean and functional condition.

How to Apply

- Interested candidates should send their CVs to **hr@globalclique.net**
 - Use the job title "*Dispatch Rider*" as the subject of the mail.

- Only shortlisted candidates will be contacted.
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VACANCY FOR THE POST OF ESTATE SURVEYORS & VALUERS IN ABUJA

About the Company

We are a leading independent real estate firm of Estate Surveyors and Valuers, duly registered and regulated by the Estate Surveyors and Valuers Registration Board of Nigeria (ESVARBON) and the Royal Institution of Chartered Surveyors (RICS), London. We are also a member of the Nigerian Institution of Estate Surveyors and Valuers (NIESV).

With over 22 years of excellence and innovation in real estate services, and as a Collaboratory firm of Andersen Global, USA, we are committed to investing in our people—our greatest asset.

To support our continued growth and expanding client base, we are seeking proficient and experienced **Estate Surveyors & Valuers** to join our dynamic team at our Head Office in Lagos.

Job Description

We are looking for **Entry-Level and Graduate Estate Surveyors & Valuers** with relevant experience to join our teams in **Abuja**. You will support core service areas including valuation, sales

and acquisition, property management, and general consultancy for a variety of property types.

Key Responsibilities

1. Conduct valuation of residential, commercial, industrial, and agricultural properties.
2. Prepare professional valuation reports for purposes such as sales, mortgage, taxation, insurance, and asset audits.
3. Manage client properties, oversee maintenance, rental collection, and tenant relations.
4. Ensure regulatory compliance and coordinate service providers.
5. Conduct feasibility studies, market research, and provide strategic real estate advisory.
6. Source, inspect, and list properties; liaise with prospective clients and close transactions.
7. Handle facility management, including utilities, repairs, and safety compliance.
8. Build and maintain relationships with property owners, tenants, investors, and stakeholders.
9. Monitor property laws and valuation standards to stay current on regulations and best practices.
10. Guide and supervise junior surveyors and administrative staff.

Requirements

- HND/BSc in Estate Management or related field.
- ANIVS (MRICS will be an added advantage).
- Prior experience in direct sales, business development, or property management.
- Strong leadership, communication, and organizational skills.

- Proficiency in Microsoft Office tools (Excel, Word, PowerPoint).
- Fluent in English (oral and written); multilingual ability is an advantage.
- Ability to liaise with legal and regulatory bodies on title verification and property regularization.

What We Offer

- Competitive salary and benefits
- **13th-month salary**
- **Pension support**
- **NSITF contributions**
- **Healthcare allowance**
- Opportunities for **career growth and professional development**
- Collaborative and innovation-driven work environment

How to Apply

Send your CV to: **hr@globalclique.net**

Email Subject: Estate Surveyors & Valuers Abuja

Only shortlisted candidates will be contacted.

VACANCY FOR THE POST OF ESTATE SURVEYORS & VALUERS IN LAGOS, NIGERIA

About the Company

We are a leading independent real estate firm of Estate Surveyors and Valuers, duly registered and regulated by the Estate Surveyors and Valuers Registration Board of Nigeria (ESVARBON) and the Royal Institution of Chartered Surveyors (RICS), London. We are also a member of the Nigerian Institution of Estate Surveyors and Valuers (NIESV).

With over 22 years of excellence and innovation in real estate services, and as a Collaboratory firm of Andersen Global, USA, we are committed to investing in our people—our greatest asset.

To support our continued growth and expanding client base, we are seeking proficient and experienced **Estate Surveyors & Valuers** to join our dynamic team at our Head Office in Lagos.

Job Description

We are looking for **Entry-Level and Graduate Estate Surveyors & Valuers** with relevant experience to join our teams in **Lagos**. You will support core service areas including valuation, sales and acquisition, property management, and general consultancy for a variety of property types.

Key Responsibilities

1. Conduct valuation of residential, commercial,

industrial, and agricultural properties.

2. Prepare professional valuation reports for purposes such as sales, mortgage, taxation, insurance, and asset audits.
3. Manage client properties, oversee maintenance, rental collection, and tenant relations.
4. Ensure regulatory compliance and coordinate service providers.
5. Conduct feasibility studies, market research, and provide strategic real estate advisory.
6. Source, inspect, and list properties; liaise with prospective clients and close transactions.
7. Handle facility management, including utilities, repairs, and safety compliance.
8. Build and maintain relationships with property owners, tenants, investors, and stakeholders.
9. Monitor property laws and valuation standards to stay current on regulations and best practices.
10. Guide and supervise junior surveyors and administrative staff.

Requirements

- HND/BSc in Estate Management or related field.
- ANIVS (MRICS will be an added advantage).
- Prior experience in direct sales, business development, or property management.
- Strong leadership, communication, and organizational skills.
- Proficiency in Microsoft Office tools (Excel, Word, PowerPoint).
- Fluent in English (oral and written); multilingual ability is an advantage.
- Ability to liaise with legal and regulatory bodies on title verification and property regularization.

What We Offer

- Competitive salary and benefits
- 13th-month salary
- Pension support
- NSITF contributions
- Healthcare allowance
- Opportunities for career growth and professional development
- Collaborative and innovation-driven work environment

How to Apply

Send your CV to: hr@globalclique.net

Email Subject: Estate Surveyors & Valuers

Only shortlisted candidates will be contacted.

VACANCY FOR THE POST OF MARKETING MANAGER IN LAGOS, NIGERIA

About the Company

We are a leading independent real estate firm of Estate Surveyors and Valuers, duly registered and regulated by the

Estate Surveyors and Valuers Registration Board of Nigeria (ESVARBON) and the Royal Institution of Chartered Surveyors (RICS), London. We are also a member of the Nigerian Institution of Estate Surveyors and Valuers (NIESV).

With over 22 years of excellence and innovation in real estate services, and as a Collaboratory firm of Andersen Global, USA, we are committed to investing in our people—our greatest asset.

To support our continued growth and expanding client base, we are seeking a proficient and experienced **Marketing Manager** to join our dynamic team at our Head Office in Lagos.

Job Description

We are seeking an experienced and reliable **Marketing Manager** to lead our property acquisition and disposal services. The ideal candidate will work closely with the estate surveyors and valuers, manage a targeted client base, and contribute to both strategic marketing and customer success initiatives. This role includes overseeing campaigns, business development, and customer engagement throughout the entire sales lifecycle—from initial contact to contract closing and post-sale support.

Key Responsibilities

1. Develop and implement comprehensive marketing strategies to drive brand awareness and business growth.
2. Plan, execute, and oversee marketing campaigns across various channels (digital, print, social media, events).
3. Conduct market research to identify trends, customer needs, and competitor activities.
4. Strengthen and maintain the company's brand image

through creative and consistent messaging.

5. Lead and motivate the marketing team toward meeting company goals.
6. Collaborate with sales, product development, and other departments to ensure cohesive marketing efforts.
7. Manage digital marketing activities including SEO, PPC, email marketing, and social media.
8. Monitor and analyze campaign performance; prepare reports and make data-driven decisions.
9. Build and maintain strong relationships with clients and stakeholders to ensure satisfaction and loyalty.

Requirements

- HND/BSc in Business Administration, Marketing, or a related field.
- Membership in relevant sales and marketing professional bodies.
- Minimum of 5 years of marketing and sales experience, with at least 3 years in a direct sales or business development role.
- Real estate industry experience is **mandatory**.
- Proficient in prospecting and client engagement strategies.
- Strong presentation and communication skills.
- Excellent command of Microsoft Office tools (Excel, Word, PowerPoint).
- Skilled in analyzing market data and making informed decisions.
- Highly organized, creative, and results-oriented.
- In-depth understanding of customer behavior and target audience segmentation.

What We Offer

- Competitive salary and benefits
- Opportunities for professional development and career growth
- Supportive, innovative, and team-oriented work environment

How to Apply

Interested candidates should send their CVs to **hr@globalclique.net**

Email Subject: *Marketing Manager*

Only shortlisted candidates will be contacted.