

Vacancy for Remote Digital Sales Officer (Cryptocurrency Product)

Company Overview

We are a leading player in the cryptocurrency industry, pioneering innovative solutions for clients worldwide. Our team is fueled by a passion for blockchain technology, creativity, and a strong focus on customer success. As we continue to expand, we're seeking a highly motivated and results-driven Digital Sales Officer to join our dynamic team.

Job Description

We are seeking an enthusiastic and self-driven Digital Sales Officer to join our growing cryptocurrency platform. This remote role is perfect for someone with a passion for technology, digital marketing, and sales. As a Digital Sales Officer, you will be responsible for driving revenue through the sale of our digital products and services. You will engage with prospects, identify their needs, and present tailored solutions that help them achieve their goals. This role demands a strong understanding of the cryptocurrency industry, exceptional communication skills, and a passion for digital finance innovation.

Key Responsibilities

Sales Responsibilities

Client Acquisition – Identify, prospect, and onboard new clients, including individual investors, institutional clients, and businesses, to expand the platform's user base.

Sales Strategy Development – Implement effective sales strategies to achieve and exceed revenue targets.

Relationship Management – Build and maintain strong relationships with clients, providing top-tier customer support and ensuring user satisfaction.

Product Expertise – Stay up to date with cryptocurrency

trends, blockchain technology, and the platform's features to effectively communicate value propositions.

Sales Reporting & Analysis – Track sales performance, generate reports, and provide actionable insights for strategy improvement.

Marketing Responsibilities

Campaign Execution – Plan and execute multi-channel marketing campaigns (social media, email marketing, SEO, and paid advertising) to boost brand awareness and user engagement.

Content Development – Work with the content team to create compelling marketing materials, including blog posts, newsletters, and social media updates.

Community Engagement – Actively engage with cryptocurrency communities across forums, social media, and events to strengthen brand visibility and trust.

Strategic Partnerships – Identify and collaborate with industry influencers, thought leaders, and stakeholders to enhance brand reach.

Data-Driven Marketing – Monitor campaign performance using analytics tools, optimize strategies based on insights, and maximize ROI.

Requirements

Qualifications & Requirements

Education & Experience

- Bachelor's degree in Marketing, Business, Finance, or a related field.
- 2-3 years of experience in sales and marketing, preferably within the cryptocurrency, fintech, or financial services industry.
- Proven track record of achieving or surpassing sales targets.

Core Skills

- Strong knowledge of cryptocurrency, blockchain technology,

and digital assets.

- Excellent communication, negotiation, and interpersonal skills.
- Proficiency in digital marketing tools (Google Analytics, CRM software, social media platforms, etc.).
- Ability to work independently and collaboratively in a fast-paced environment.

Key Attributes

- Self-motivated, proactive, and goal-driven.
- Passionate about cryptocurrency and blockchain innovation.
- Strong analytical and problem-solving skills.

Preferred Qualifications

- Experience with affiliate marketing or referral programs.
- Familiarity with regulatory frameworks in the cryptocurrency industry.
- Knowledge of SEO, SEM, and content marketing strategies.

Benefits

What We Offer

- Competitive salary with performance-based incentives.
- Career growth opportunities in the rapidly evolving cryptocurrency sector.
- Flexible work arrangements (remote work).
- A collaborative and innovative work environment.
- Access to cutting-edge tools and resources.

How to Apply

If you are passionate about digital sales and believe you're a great fit for this role, we'd love to hear from you! Please send your resume along with a cover letter that highlights your relevant experience and explains why you're the ideal candidate for the position to hr@globalclique.net Be sure to include "Digital Sales Officer (Remote)" as the subject line of your email.

Vacancy for Remote Sales and Marketing Officer (Cryptocurrency Product)

- **Position Title:** Sales and Marketing Officer
- **Department:** Sales and Marketing
- **Reports To:** Sales and Marketing Manager
- **Location:** Nigeria / Remote
- **Employment Type:** Full-Time

Job Summary

We are looking for a dynamic and results-oriented **Sales and Marketing Officer** to join our growing cryptocurrency platform. The ideal candidate will be responsible for driving sales, acquiring clients, and executing strategic marketing initiatives to promote our platform and services. This role demands a strong understanding of the cryptocurrency industry, exceptional communication skills, and a passion for digital finance innovation.

Key Responsibilities

Sales Responsibilities

Client Acquisition – Identify, prospect, and onboard new clients, including individual investors, institutional clients, and businesses, to expand the platform's user base.

Sales Strategy Development – Implement effective sales strategies to achieve and exceed revenue targets.

Relationship Management – Build and maintain strong relationships with clients, providing top-tier customer support and ensuring user satisfaction.

Product Expertise – Stay up to date with cryptocurrency trends, blockchain technology, and the platform's features to effectively communicate value propositions.

Sales Reporting & Analysis – Track sales performance, generate reports, and provide actionable insights for strategy improvement.

Marketing Responsibilities

Campaign Execution – Plan and execute multi-channel marketing campaigns (social media, email marketing, SEO, and paid advertising) to boost brand awareness and user engagement.

Content Development – Work with the content team to create compelling marketing materials, including blog posts, newsletters, and social media updates.

Community Engagement – Actively engage with cryptocurrency communities across forums, social media, and events to strengthen brand visibility and trust.

Strategic Partnerships – Identify and collaborate with industry influencers, thought leaders, and stakeholders to enhance brand reach.

Data-Driven Marketing – Monitor campaign performance using analytics tools, optimize strategies based on insights, and maximize ROI.

Qualifications & Requirements

Education & Experience

- **Bachelor's degree** in Marketing, Business, Finance, or a related field.
- **2-3 years of experience** in sales and marketing, preferably within the cryptocurrency, fintech, or financial services industry.
- **Proven track record** of achieving or surpassing sales targets.

Core Skills

- Strong knowledge of **cryptocurrency, blockchain technology, and digital assets**.
- Excellent **communication, negotiation, and interpersonal**

skills.

- Proficiency in **digital marketing tools** (Google Analytics, CRM software, social media platforms, etc.).
- Ability to work independently and collaboratively in a **fast-paced environment**.

Key Attributes

- Self-motivated, proactive, and **goal-driven**.
- Passionate about **cryptocurrency and blockchain innovation**.
- Strong **analytical and problem-solving skills**.

Preferred Qualifications

- Experience with **affiliate marketing** or **referral programs**.
- Familiarity with **regulatory frameworks** in the cryptocurrency industry.
- Knowledge of **SEO, SEM, and content marketing strategies**.

What We Offer

- **Competitive salary** with performance-based incentives.
- **Career growth opportunities** in the rapidly evolving cryptocurrency sector.
- **Flexible work arrangements** (remote work options available).
- A **collaborative and innovative** work environment.
- Access to **cutting-edge tools and resources**.

How to Apply

Interested candidates are invited to submit their **resume** and a **cover letter** detailing their relevant experience and why they are the ideal candidate for this role to; hr@globalclique.net, Please use "Remote Sales and Marketing Officer (Cryptocurrency Product)" as email subject.

Vacancy for Full Stack Developer (Blockchain, Ruby on Rails, React, Next.js) – Remote

Position: Full Stack Developer (Blockchain, Ruby on Rails, React, Next.js)

Location: Remote

Employment Type: Full-Time

Job Summary

We are seeking a highly skilled and motivated **Full Stack Developer** with expertise in **blockchain technology, Ruby on Rails, React, and Next.js** to join our dynamic team. The ideal candidate will play a key role in designing, developing, and maintaining innovative web applications that integrate blockchain solutions. This is an exciting opportunity to work on cutting-edge projects and contribute to the development of scalable, secure, and user-friendly applications.

Key Responsibilities

1. **Blockchain Development:**

- Design and implement blockchain-based solutions, including smart contracts and decentralized applications (dApps).
- Integrate blockchain protocols (e.g., Ethereum, Solana) into web applications.
- Ensure the security, scalability, and efficiency of blockchain implementations.

2. **Back-End Development:**

- Develop and maintain server-side logic using **Ruby**

on Rails.

- Design and manage databases to ensure efficient data storage and retrieval.
- Implement RESTful APIs and GraphQL endpoints for seamless integration with front-end systems.

3. Front-End Development:

- Build responsive, user-friendly interfaces using **React** and **Next.js**.
- Optimize applications for maximum speed, scalability, and cross-browser compatibility.
- Ensure accessibility and a seamless user experience.

4. Full Stack Integration:

- Collaborate with designers, product managers, and other developers to deliver end-to-end solutions.
- Debug and troubleshoot issues across the entire stack.

5. Testing and Deployment:

- Write unit and integration tests to ensure code quality and reliability.
- Deploy applications to production environments and monitor performance.

6. Continuous Improvement:

- Stay updated on emerging technologies and industry trends in blockchain and web development.
- Propose and implement improvements to existing systems and processes.

Requirements

1. Technical Skills:

- Strong experience with **Ruby on Rails** for back-end development.
- Proficiency in **React** and **Next.js** for front-end development.
- Hands-on experience with **blockchain technology** (e.g., Ethereum, Solana, Hyperledger).

- Familiarity with smart contract development (e.g., Solidity, Rust).
- Knowledge of RESTful APIs, GraphQL, and web sockets.
- Experience with database systems (e.g., PostgreSQL, MySQL).
- Understanding of version control systems (e.g., Git).

2. **Soft Skills:**

- Strong problem-solving and analytical skills.
- Excellent communication and teamwork abilities.
- Ability to work independently and manage multiple tasks effectively.

3. **Preferred Qualifications:**

- Experience with DevOps tools (e.g., Docker, Kubernetes, CI/CD pipelines).
- Knowledge of cloud platforms (e.g., AWS, Azure, Google Cloud).
- Familiarity with Agile/Scrum methodologies.

What We Offer

- Competitive salary and benefits package.
- Opportunity to work on innovative projects with cutting-edge technologies.
- Flexible working hours and remote work options.
- Professional development and growth opportunities.
- A collaborative and inclusive work environment.

How to Apply

Interested candidates are invited to submit their **resume** and a **cover letter** detailing their relevant experience and why they are the ideal candidate for this role to; hr@globalclique.net, Please use " Full Stack Developer – Remote Role" as email subject.

Vacancy for Technical (IT) Quality Assurance Officer – Remote Role

Position: Technical (IT) Quality Assurance Officer – Remote Role

Location: Remote

Employment Type: Full-Time

Salary: ₦180,000 – ₦200,000

Profile:

We are a leading client-facing business in the cryptocurrency and blockchain industry. We are committed to delivering exceptional customer service, ensuring our users receive high-quality support, fast response times, and accurate information.

As we continue to grow, we are seeking a meticulous and detail-oriented **Technical Quality Assurance Officer** to join our team and ensure the reliability, security, and performance of our platform.

Job Summary

As a **Technical Quality Assurance Officer**, you will play a critical role in maintaining the quality and integrity of our cryptocurrency platform. You will be responsible for designing, implementing, and executing test plans to identify bugs, vulnerabilities, and performance issues. Your work will ensure that our platform meets the highest standards of security, functionality, and user experience.

Key Responsibilities

1. **Test Planning and Execution:**

- Develop and execute detailed test plans, test cases, and scripts for functional, regression, performance, and security testing.
- Conduct end-to-end testing of the cryptocurrency platform, including trading, wallet management, and blockchain integration.

2. **Bug Identification and Reporting:**

- Identify, document, and track software defects using issue-tracking tools (e.g., Jira, Trello).
- Collaborate with developers to reproduce, troubleshoot, and resolve issues.

3. **Security and Compliance Testing:**

- Perform security testing to identify vulnerabilities in the platform, ensuring compliance with industry standards and regulations.
- Test for potential risks such as fraud, hacking, and data breaches.

4. **Automation and Tooling:**

- Develop and maintain automated test scripts to improve testing efficiency and coverage.
- Utilize tools such as Selenium, Postman, or similar for automated and API testing.

5. **Performance Testing:**

- Conduct load and stress testing to ensure the platform can handle high transaction volumes and user traffic.
- Monitor system performance and identify bottlenecks.

6. **Collaboration and Communication:**

- Work closely with cross-functional teams, including developers, product managers, and DevOps, to ensure quality throughout the development lifecycle.
- Provide clear and concise reports on testing results and quality metrics.

7. **Continuous Improvement:**

- Stay updated on industry trends, best practices, and emerging technologies in cryptocurrency and QA.
- Recommend and implement process improvements to enhance testing efficiency and product quality.

Qualifications

- Bachelor's degree in Computer Science, Information Technology, or a related field.
- **2+ years of proven experience** in software quality assurance, preferably in the cryptocurrency, blockchain, or fintech industry.
- Strong understanding of blockchain technology, cryptocurrency protocols, and wallet systems.
- Proficiency in manual and automated testing methodologies and tools.
- Familiarity with programming languages such as Python, JavaScript, or Solidity is a plus.
- Knowledge of security testing tools and techniques (e.g., OWASP, penetration testing).
- Experience with performance testing tools like JMeter or LoadRunner.
- Excellent problem-solving skills and attention to detail.
- Strong communication and collaboration skills.

Preferred Skills

- Experience with smart contract testing and decentralized applications (dApps).
- Knowledge of regulatory requirements for cryptocurrency platforms (e.g., GDPR, AML, KYC).
- Familiarity with CI/CD pipelines and DevOps practices.
- Certifications such as ISTQB, CSTE, or similar are a plus.

What We Offer

- Competitive salary and benefits package.
- Opportunity to work in a fast-paced, innovative, and growing industry.
- Flexible working hours and remote work options.
- Professional development and training opportunities.
- A collaborative and inclusive work environment.

How to Apply

Interested candidates are invited to submit their **resume** and a **cover letter** detailing their relevant experience and why they are the ideal candidate for this role to; hr@globalclique.net, Please use "Technical (IT) Quality Assurance Officer – Remote Role" as email subject.

Strategic Business Development/Sales Manager in Ikeja

Position: Strategic Business Development/Sales Manager

Location: Ikeja, Lagos

Employment Type: Full-Time

Profile: A reputable interior decoration company specializing in turnkey projects and the retail of luxurious interior décor accessories.

Job Summary

We are seeking an experienced and results-driven **Strategic Business Development/Sales Manager** to join our team. The ideal candidate will be responsible for developing and implementing sales strategies to drive business growth, managing client

relationships, and leading a team of customer service representatives and corporate sales associates. This role requires a strategic thinker with strong leadership, negotiation, and networking skills to expand our market presence and deliver exceptional results.

Key Responsibilities

1. Business Development and Sales Strategy:

- Develop and execute innovative business development strategies to drive sales growth in turnkey interior design projects and luxury décor accessories.
- Identify and target high-value clients, including high-net-worth individuals, real estate developers, corporate organizations, and architects.

2. Client Relationship Management:

- Build and maintain strong relationships with clients to secure large-scale interior projects and repeat business.
- Ensure exceptional customer service delivery to foster long-term client loyalty.

3. Team Leadership:

- Lead, motivate, and manage the customer service and corporate sales team to achieve and exceed sales targets.
- Provide coaching, training, and performance feedback to team members.

4. Market Analysis and Opportunity Identification:

- Monitor market trends, customer needs, and competitor activities to identify new business opportunities.
- Use insights to develop tailored sales plans, presentations, and proposals.

5. Sales Process Management:

- Oversee the end-to-end sales process, from

prospecting and lead generation to contract negotiation and deal closure.

- Ensure seamless coordination between sales, design, and project teams.

6. **Reporting and Performance Tracking:**

- Prepare weekly and monthly sales reports, providing insights on performance, market trends, and growth opportunities.
- Present reports to senior management and recommend actionable strategies.

Requirements & Qualifications

- Bachelor's degree in Business Administration, Marketing, Sales, or a related field.
- **Minimum of 5 years of experience** in sales, business development, or a similar role within the interior design, real estate, or luxury retail industry.
- Proven track record of generating leads and closing high-value sales.
- Experience in both **B2B and B2C sales**, particularly in the luxury or interior design sector.
- Strong understanding of luxury interior décor trends and consumer preferences.
- Excellent communication, negotiation, and interpersonal skills to engage high-net-worth individuals and corporate clients.
- Creative mindset with the ability to design innovative sales campaigns and promotional strategies.
- Experience leading and motivating sales teams to achieve targets.
- Knowledge of digital marketing strategies, social media, and e-commerce in luxury sales.
- Ability to collaborate with marketing teams to enhance brand visibility and market reach.

Key Skills

- Strategic thinking and business development
- Client relationship management
- Team leadership and performance management
- Sales process optimization
- Market analysis and trend identification
- Excellent communication and negotiation skills
- Creativity in sales and marketing strategies
- Proficiency in digital marketing and e-commerce

Remuneration

- Attractive Salary + commissions and performance-based incentives.

Why Join Us?

- Be part of a reputable and innovative company in the luxury interior design industry.
- Opportunity to work with high-profile clients and large-scale projects.
- Competitive salary with performance-based incentives.
- Professional growth and development opportunities in a dynamic and creative environment.

How to Apply

Interested candidates are invited to submit their **resume** and a **cover letter** detailing their relevant experience and why they are the ideal candidate for this role to; hr@globalclique.net, Please use "Strategic Business Development/Sales Manager" as email subject.

Project Manager (Interior Design/Finishing) in Ikeja

Position: Project Manager (Interior Design/Finishing)

Location: Ikeja, Lagos

Employment Type: Full-Time

Profile:

We are a leading interior design company specializing in creating innovative and functional spaces for residential, commercial, and corporate clients.

Job Summary

We are seeking a highly skilled and experienced **Project Manager** with expertise in interior design and finishing to join our dynamic team. The ideal candidate will oversee the planning, execution, and delivery of interior design and finishing projects, ensuring they are completed on time, within budget, and to the highest quality standards. This role requires strong project management skills, a keen eye for detail, and a passion for delivering exceptional design solutions.

Key Responsibilities

1. Project Planning and Coordination:

- Develop detailed project plans, including timelines, budgets, and resource allocation for interior design and finishing projects.
- Collaborate with clients, architects, designers, and contractors to define project scope, goals, and deliverables.

2. Site Management:

- Oversee on-site activities, ensuring adherence to design specifications, quality standards, and safety regulations.
- Conduct regular site inspections to monitor progress and address any issues promptly.

3. **Budget and Cost Management:**

- Prepare and manage project budgets, ensuring cost-effective use of resources and materials.
- Track expenses, approve invoices, and ensure projects remain within financial constraints.

4. **Team Leadership:**

- Lead and motivate project teams, including contractors, subcontractors, and internal staff, to achieve project objectives.
- Assign tasks, set deadlines, and provide guidance to ensure efficient project execution.

5. **Client Communication:**

- Serve as the primary point of contact for clients, providing regular updates on project progress and addressing any concerns.
- Ensure client satisfaction by delivering projects that meet or exceed expectations.

6. **Quality Control:**

- Ensure all finishing works align with design plans and meet the company's quality standards.
- Conduct final inspections and ensure timely resolution of any defects or issues.

7. **Documentation and Reporting:**

- Maintain accurate project documentation, including contracts, change orders, and progress reports.
- Prepare and present project status reports to senior management and stakeholders.

Requirements

- Bachelor's degree in Architecture, Interior Design, Civil Engineering, Project Management, or a related field.
- **5+ years of proven experience** in project management, specifically in interior design and finishing projects.
- Strong knowledge of interior design processes, materials, and finishing techniques.

- Proficiency in project management tools and software (e.g., MS Project, AutoCAD, Primavera).
- Excellent leadership, communication, and interpersonal skills.
- Strong problem-solving abilities and attention to detail.
- Ability to manage multiple projects simultaneously and work under pressure.
- Knowledge of local building codes, regulations, and safety standards.
- PMP or other relevant certifications are a plus.

Key Skills

- Project planning and execution
- Budget management and cost control
- Team leadership and collaboration
- Client relationship management
- Quality assurance and attention to detail
- Time management and organizational skills
- Proficiency in design and project management software

Why Join Us?

- Be part of a creative and innovative team that delivers exceptional interior design solutions.
- Opportunity to work on high-profile residential, commercial, and corporate projects.
- Competitive salary and benefits package.
- Professional growth and development opportunities.

How to Apply

Interested candidates are invited to submit their **resume** and a **cover letter** detailing their relevant experience and why they are the ideal candidate for this role to; hr@globalclique.net, Please use "Project Manager (Interior Design/Finishing) as email subject")

Vacancy for a Customer Support Associate – Remote Role

POSITION: Customer Support Associate

LOCATION: Remote

SALARY: ₦150,000 – ₦180,000

Job Description

We are a leading client-facing business in the cryptocurrency and blockchain industry. We are committed to delivering exceptional customer service, ensuring our users receive high-quality support, fast response times, and accurate information.

As we continue to grow, we are looking for a dedicated and skilled **Customer Support Associate** to join our team and help us maintain our reputation for excellence.

Key Responsibilities

- Handle high volumes of customer inquiries via live chat, phone calls, and ticketing systems.
- Address customer queries, complaints, and identification approval processes efficiently and professionally.
- Manage compliance-related matters and ensure adherence to company policies and procedures.
- Identify and evaluate customer needs to deliver personalized solutions and ensure satisfaction.
- Provide accurate, valid, and comprehensive information to customers.
- Resolve customer complaints by offering appropriate solutions within defined time limits and following up to ensure resolution.

- Follow communication protocols, guidelines, and policies to maintain consistency and quality.
- Go the extra mile to engage customers and build lasting relationships.

Requirements

- **1+ years of proven experience** in a customer-facing role or as a customer service representative.
- Strong IT proficiency and the ability to handle technical queries related to cryptocurrency and blockchain.
- Exceptional **written and verbal communication skills** in English.
- Strong listening skills and the ability to empathise with customers.
- Ability to multitask, prioritise tasks, and manage time effectively in a fast-paced environment.
- Knowledge of the **cryptocurrency/blockchain industry** is a **strong advantage**.
- Multi-lingual capabilities are a **plus**.
- Willingness to work weekends, irregular hours, and night shifts as required.

Key Skills

- Excellent communication and interpersonal skills.
- Strong problem-solving and conflict-resolution abilities.
- Technical aptitude and familiarity with customer support tools and platforms.
- Customer-focused mindset with a passion for delivering exceptional service.
- Adaptability and resilience in a dynamic, evolving industry.

Why Join our Team?

- Be part of a forward-thinking company in the exciting and rapidly growing cryptocurrency space.
- Work remotely with a flexible schedule.
- Competitive salary and opportunities for professional growth.
- Collaborative and supportive team environment.

If you are passionate about customer service, have a keen interest in cryptocurrency, and thrive in a fast-paced, remote work environment, we encourage you to apply and become a part of our Family's success story!

How to Apply:

Please submit your resume, detailing your relevant experience and why you are the ideal candidate for this role to hr@globalclique.net, please put "**Customer Support Associate**" as the subject of the mail.

VACANCY FOR SENIOR ECONOMIC RESEARCHER WITH STRONG COMMUNICATION SKILLS IN LAGOS

Company Overview

We are a forward-thinking organization specializing in delivering high-quality content and creative solutions for the maritime industry. Our expertise lies in crafting compelling narratives, conducting strategic research, and developing insights that help build brands and support informed decision-making within the maritime and related sectors. Innovation, creativity, and precision are at the core of what we do.

Job Description

We are seeking a highly skilled and motivated Economic Researcher with Strong Communication Skills to join our dynamic team. The ideal candidate will possess a strong analytical mindset, advanced research skills, and the ability to generate actionable insights. This flexible role offers opportunities to work on diverse and impactful projects across various industries, with a primary focus on the maritime sector.

Key Responsibilities

- Conduct comprehensive research on economic and industry-specific topics, including maritime insurance, market trends, and regulatory developments.
- Collect, clean, and analyze large datasets to identify patterns, correlations, and actionable insights.
- Develop and implement data-driven methodologies to solve complex research questions and business challenges.
- Present research findings through detailed reports, dashboards, and visually engaging presentations.
- Stay updated on the latest research tools, technologies, and best practices in data analytics.
- Collaborate with cross-functional teams to understand project objectives and deliver insights aligned with business needs.

Qualifications & Skills

Required Qualifications:

- HND/BSc in Economics, Social Sciences, or a related field (advanced degree preferred).
- Proven experience as a researcher, preferably in a freelance or consulting capacity.
- In-depth understanding of research methodologies.
- Excellent communication skills, with the ability to

present findings to both technical and non-technical audiences.

- Strong organizational and time management skills, capable of managing multiple projects and meeting deadlines.

Preferred Skills:

- Familiarity with qualitative research methods.
- Industry-specific knowledge in maritime, insurance, finance, technology, or marketing.
- Certification in data analytics or related disciplines.

What We Offer:

- Competitive compensation based on project scope and complexity.
- Flexible remote/hybrid work arrangements.
- Opportunities to engage in diverse and impactful research projects.
- Professional growth and learning through collaboration with industry experts.

How to Apply:

Interested candidates should send their CV, portfolio, and a brief cover letter outlining their experience to hr@globalclique.net with the subject line "Economic Researcher with Strong Communication Skills (Lagos)."

VACANCY FOR DIGITAL CONTENT CREATOR WITH ADMINISTRATIVE SKILLS IN LAGOS, NIGERIA.

Job Title: Digital Content Creator with Administrative Skills

Location: Lagos, Nigeria

Employment Type: Full-time / Part-time

Job Summary:

We are seeking a creative and detail-oriented **Digital Content Creator with Administrative Skills** to join our team in Lagos. This role combines content creation, social media management, and administrative support to ensure seamless operations and effective online engagement. The ideal candidate should be highly organized, tech-savvy, and have a passion for digital marketing and content strategy.

Key Responsibilities:

Content Creation & Social Media Management:

- Develop, create, and manage engaging digital content, including graphics, videos, blogs, and social media posts.
- Plan and execute content calendars for social media platforms (Instagram, Facebook, Twitter, LinkedIn, TikTok, etc.).
- Monitor trends and leverage them to enhance brand presence and engagement.
- Analyze social media metrics and optimize content for better reach and engagement.
- Manage community interactions, responding to comments,

messages, and inquiries professionally.

Administrative Support:

- Handle email correspondence, scheduling, and meeting coordination.
- Assist with document preparation, reports, and presentations.
- Maintain digital files and databases for easy access and organization.
- Support the team in daily administrative tasks and special projects.
- Coordinate logistics for events, collaborations, and content shoots.

Qualifications & Skills:

- Proven experience as a Digital Content Creator, Social Media Manager, or Admin Assistant.
- Excellent Communication Skills -Speaking and Writing.
- Strong proficiency in social media platforms, content management tools, and graphic design software (Canva, Adobe Suite, etc.).
- Excellent communication skills (verbal and written) and attention to detail.
- Highly organized with the ability to multitask and meet deadlines.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
- Basic knowledge of SEO and digital marketing strategies is a plus.

Preferred Qualities:

- Creative thinker with a proactive approach to problem-solving.

- Ability to work independently and within a team.
- Passion for social media trends and content strategy.
- Strong interpersonal skills and a positive attitude.

How to Apply:

Interested candidates should send their CV, portfolio, and a brief cover letter outlining their experience to; hr@globalclique.net with the subject line **“Digital Content Creator Application.”**

Vacancy for Estate Surveyor in Ikeja, Lagos

Our Profile

We are a leading real estate firm, committed to delivering exceptional real estate advisory, valuation services, and property management solutions. Our dedication to excellence and innovation has earned us a trusted reputation in the industry.

We are currently seeking a highly motivated and experienced **Estate Surveyor** to join our dynamic team.

Job Description

The ideal candidate for the Estate Surveyor role will work collaboratively in the planning, execution, and management, and valuing of real estate projects. They will support junior staff, ensure client satisfaction, and demonstrate technical expertise and leadership skills. A commitment to excellence in service delivery is essential.

Key Responsibilities

1. Conduct property valuations, feasibility studies, and market research to provide accurate and reliable recommendations.
2. Oversee property acquisition, sales, and leasing transactions.
3. Prepare and present detailed property reports, proposals, and appraisals.
4. Manage a portfolio of properties to ensure optimal occupancy and profitability.
5. Coordinate maintenance, repairs, and upgrades for managed properties.
6. Negotiate and administer contracts with tenants, contractors, and service providers.
7. Collaborate with Estate Surveyors and administrative staff to achieve project goals.
8. Delegate tasks effectively, monitor performance, and provide constructive feedback.
9. Lead training sessions and workshops to enhance team capabilities.
10. Build and maintain strong relationships with clients, ensuring satisfaction and trust.
11. Address client inquiries and resolve issues promptly and professionally.
12. Identify and pursue new business opportunities to expand the firm's client base.

Qualifications and Requirements

- HND / Bachelor's degree in Estate Management, Surveying, or a related field.
- 2–5 years of experience in the real estate industry.
- Proficiency in property management software and Microsoft Office Suite.
- Strong analytical, communication, and negotiation

skills.

- Proven ability to work independently and lead a team effectively.
- In-depth knowledge of Lagos and its environs.

How to Apply

- Interested candidates should send their CVs to **hr@globalclique.net**.
- Use the job title, "Estate Surveyor," as the subject of the email.
- Please note that only shortlisted candidates will be contacted.