

VACANCY FOR THE POST OF SENIOR ASSOCIATE PARTNER 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 **Senior Associate Partner** to join our dynamic team at our Head Office in Lagos.

Job Description

We are looking for a highly skilled and experienced **Estate Surveyor and Valuer** to lead and manage a large team of professionals. This senior management role is essential in ensuring operational efficiency, maintaining service quality, and driving business growth. The ideal candidate should be a strategic leader with a passion for excellence in real estate services. This position offers a fast-track path to full partnership.

Key Responsibilities

1. Lead and manage a team of estate surveyors, valuers, and support staff.
2. Provide mentorship, delegate tasks, monitor performance, and conduct performance reviews.
3. Supervise day-to-day operations of the firm to ensure efficiency and compliance with professional standards.
4. Organize and facilitate team training and knowledge-sharing sessions.
5. Implement internal processes that improve productivity and service delivery.
6. Coordinate workflows and ensure timely delivery of client assignments.
7. Conduct and review property valuations, feasibility studies, and investment analysis.
8. Oversee property sales, leasing, acquisitions, and facility management services.
9. Ensure all technical reports, proposals, and valuations meet regulatory and client standards.
10. Serve as the main point of contact for high-value clients
11. Build and maintain long-term relationships based on trust, quality, and timely delivery.
12. Collaborate with partners to drive strategic growth, innovation, and market expansion.
13. Ensure all activities align with ESVARBON, RICS, and NIESV standards.
14. Stay updated on property laws, market trends, and professional guidelines.
15. Represent the firm in industry events, conferences, and professional bodies

Requirements

- Minimum of **HND/B.Sc. in Estate Management**.
- **ANIVS or FNIVS** (MRICS is an added advantage).
- At least **5 years of post-qualification experience** in a

similar leadership role.

- Excellent leadership, organization, and multitasking skills.
- Strong communication and problem-solving abilities.
- Proficiency in Microsoft Office and relevant digital tools.
- Willingness to travel within and outside Nigeria.
- A proactive and result-oriented mindset.

What We Offer

- Competitive salary and benefits
- **Official brand-new car**
- **13th-month salary**
- Professional development and growth opportunities
- Supportive, innovative, and team-driven work environment

How to Apply

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

Email Subject: *Senior Associate Partner – Lagos*

Only shortlisted candidates will be contacted.

**VACANCY FOR THE POST OF
ACCOUNT OFFICER 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).

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

Job Description

We are looking for an **Account Officer** with strong attention to detail, excellent analytical skills, and a proactive approach to problem-solving. The successful candidate will play a vital role in managing our financial operations, ensuring compliance with statutory requirements, reconciling financial data, and supporting the overall efficiency of the Finance and Accounts department.

Key Responsibilities

1. Maintain accurate and up-to-date records of all financial transactions (income, expenses, payments, etc.).
2. Monitor customer accounts and ensure timely payments.

3. Track and follow up on outstanding receivables.
4. Prepare payment vouchers with appropriate documentation.
5. Assist in the preparation of monthly, quarterly, and annual financial reports.
6. Support in the development of financial forecasts and budgets.
7. Ensure compliance with legal, tax, and regulatory requirements.
8. Collaborate with other departments (e.g., Admin, Procurement) to process financial data accurately.

Requirements

- HND/BSc in Accounting, Banking & Finance, or a related discipline.
- Advanced stages of ICAN certification.
- Minimum of 3 years of experience as an Account Officer in a structured organization.
- Strong knowledge of accounting principles, financial reporting, and taxation.
- Proficiency in accounting software and Microsoft Office applications.
- Excellent written and verbal communication skills.
- High level of integrity and attention to detail.
- Strong organizational and time management skills.
- Ability to work independently and collaboratively as part of a team.

What We Offer

- Competitive salary and benefits
- Professional development and career advancement opportunities
- Supportive, innovative, and team-focused work environment

How to Apply

Send your CV to: hr@globalclique.net

Email Subject: Account Officer

Only shortlisted candidates will be contacted.

VACANCY FOR THE POST OF ACCOUNTS AND FINANCE 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).

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

Job Description

We are looking for a reliable **Accounts and Finance Manager** to lead the finance and accounts operations of the firm's real estate professional and business services. The ideal candidate will be responsible for regular communication of financial status and risks of the firm's operations. Act as the financial advisor, responsible for the preparation of financial statements. High level of due diligence, competence for the generation of, and respect for all accounting standards, including FRCN are required for this position.

Key Responsibilities

1. Develop and implement financial strategies aligned with the company's goals.
2. Provide financial insights and recommendations to management for decision-making.
3. Oversee day-to-day accounting activities including general ledger, accounts payable/receivable, payroll, and bank reconciliations.
4. Maintain accurate and timely financial records in accordance with accounting standards.
5. Prepare monthly, quarterly, and annual financial statements and management reports.
6. Manage cash disbursements, bank relationships, and treasury functions.
7. Supervise the preparation of cash flow projections and funding requirements.
8. Ensure compliance with relevant tax laws, regulatory requirements, and financial policies.
9. Monitor departmental spending to ensure adherence to budget limits.
10. Ensure the team complies with internal control policies

and procedures.

11. Identify and mitigate financial risks through proper internal controls and insurance.

Requirements

- Minimum HND/BSc in Accounting Finance, Economics, or a related field (mandatory).
- 5 years of cognate experience (real estate company experience may be an advantage).
- ACA, (MBA, CITN, ACCA would be an asset).
- Strong knowledge of accounting principles, financial regulations, and tax laws (e.g., IFRS, GAAP).
- Proficiency in accounting software (e.g., Sage, QuickBooks, Tally, SAP, or Oracle ERP).
- Advanced Microsoft Excel skills and competency in other MS Office tools.
- Strong communication and problem-solving abilities.
- Ability to explain complex financial concepts to non-finance stakeholders.
- Ability to work independently with minimal supervision.

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: *Accounts and Finance Manager*

Only shortlisted candidates will be contacted.

VACANCY FOR THE POST OF PROJECT MANAGEMENT EXECUTIVE 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 **Project Management Executive** to join our dynamic team at our Head Office in Lagos.

Job Description

We are seeking a **Project Management Executive** to join our Development Consultancy and Management team. The ideal candidate will be responsible for managing the end-to-end process of real estate product development—from concept to market launch—while collaborating with cross-functional teams to ensure the successful execution of strategic projects.

Key Responsibilities

1. Define project scope, goals, deliverables, and success criteria.
2. Develop comprehensive project plans, schedules, and budgets.
3. Assign tasks, coordinate internal teams, and manage external vendors or partners.
4. Oversee day-to-day project operations to ensure progress and quality.
5. Monitor project budgets and control expenses to avoid overruns.
6. Identify cost-saving opportunities without compromising quality.
7. Provide regular updates on project progress, challenges, and milestones.
8. Organize and lead project meetings, presentations, and reviews.
9. Develop risk mitigation strategies and contingency plans.
10. Ensure deliverables meet required standards and client expectations.
11. Maintain comprehensive project documentation including reports, meeting minutes, and plans.
12. Ensure compliance with organizational policies, industry

standards, and legal regulations.

Requirements

- Minimum of BSc/B.Eng. in Engineering, Estate Management, Quantity Surveying, Building or Architecture or a related field.
- Membership of relevant professional bodies (e.g., NSE, NIESV, NIQS).
- Minimum of five (5) years' experience in a similar role, with proven experience managing medium to large-scale projects.
- Certification in Project Management from a recognized institution (e.g., PMP, PRINCE2).
- Proficiency in Microsoft Office Suite, Helioscope software, CAD, or other relevant engineering/project design tools.
- Strong verbal and written communication skills.
- Ability to lead, influence, and manage cross-functional teams.
- Strong analytical skills and a data-driven, solution-oriented mindset.
- Excellent time management and ability to handle multiple projects simultaneously.
- Highly organized, proactive, and adaptable personality.

What We Offer

- Competitive salary and benefits
- Official car
- 13th-month salary
- Opportunities for professional development and career growth
- Supportive, innovative, and team-oriented work environment

How to Apply

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

Email Subject: *Project Management Executive*

Only shortlisted candidates will be contacted.

VACANCY FOR THE POST OF SOCIAL MEDIA / DIGITAL SALES ASSOCIATE IN IKOTA LEKKI, LAGOS

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 location in ikota Lekki, we continue to redefine casual dining by blending quality meals with a vibrant, engaging customer experience—both online and in-store.

We are currently looking for a **Social Media / Digital Sales Associate** who will help us connect with our audience, drive online orders, and build brand across digital platforms.

Role Overview

The ideal candidate is creative, sales-driven, and tech-savvy with a strong understanding of social media trends, content creation, and customer engagement strategies.

Key Responsibilities

- Manage and grow the company's social media presence across Instagram, TikTok, WhatsApp, and other platforms.
- Create and schedule engaging content (images, videos, captions, reels) aligned with the brand voice.
- Respond promptly to DMs, comments, and online inquiries to convert leads into sales.
- Monitor daily online orders, follow-ups, and customer feedback.
- Run basic promotional campaigns and track performance using analytics.
- Collaborate with the kitchen and service team to promote daily specials, events, or new offerings.
- Support influencer outreach and online community building.
- Maintain digital records of customer orders, feedback, and marketing insights.

Requirements

- OND/NCE/HND/BSc in any discipline (Marketing, Mass Comm., or related fields is an advantage).
- Previous experience in social media management or digital sales is highly desirable.
- Proficient in Instagram, Canva, TikTok, WhatsApp Business, and other social tools.
- Excellent written communication and content creation skills.

- Strong understanding of social media trends and audience engagement.
- Goal-oriented, organized, and responsive to time-sensitive interactions.
- Friendly, professional, and passionate about food and customer service.

How to Apply

- Interested candidate should send their CVs to hr@globalclique.net
- Use the job title as the subject of the mail.
- Only shortlisted candidates will be contacted.

VACANCY FOR THE POST OF OPERATIONS MANAGER IN IKOTA LEKKI, LAGOS

Our Profile

We are a thriving culinary brand based in Lekki, Lagos, delivering exceptional food experiences through our diverse menu and top-tier customer service. As we continue to grow, we are committed to strengthening our operations and streamlining service delivery.

To support this vision, we are seeking a competent and driven **Operations Manager** who will oversee daily business activities, manage resources efficiently, and ensure smooth restaurant operations.

Role Overview

The ideal candidate will lead and coordinate all aspects of our operational strategy—ranging from inventory management, staff coordination, quality control, and customer satisfaction—to achieve sustainable business growth.

Key Responsibilities

- Supervise and manage daily restaurant operations across all departments.
- Develop and implement operational systems, processes, and best practices.
- Lead, train, and motivate staff to ensure top performance and adherence to standards.
- Monitor inventory levels, procurement, and supply chain coordination.
- Analyze and improve organizational efficiency through regular reporting and evaluation.
- Resolve customer complaints and implement service recovery strategies.
- Ensure compliance with food safety, hygiene, and company regulations.
- Collaborate with management on budget planning, cost control, and revenue optimization.
- Schedule and coordinate team meetings, shift rotations, and performance reviews.

Requirements

- Minimum of HND/B.Sc. in Business Administration, Hospitality Management, or a related field.
- 3+ years of experience in a similar operational role

(preferably in the food or hospitality industry).

- Strong leadership, organizational, and multitasking skills.
- Proficiency in Microsoft Office and operational management tools.
- Excellent interpersonal and problem-solving skills.
- Ability to make quick decisions and handle pressure in a fast-paced environment.
- A results-driven and proactive personality with a commitment to excellence.

How to Apply

- Interested candidate should send their CVs to hr@globalclique.net
- Use the job title as the subject of the mail.
- Only shortlisted candidates will be contacted.

VACANCY FOR THE POST OF LOGISTICS MANAGER IN IKOTA LEKKI, LAGOS

Our Profile

We are a thriving culinary brand in Lagos, offering premium meals crafted with quality, innovation, and impeccable service. Strategically located in Lekki, we're known for excellence in food delivery, dine-in experience, and customer satisfaction.

As we continue to grow and expand our operations, we are in need of a **Logistics Manager** to oversee and optimize our supply chain and delivery systems, ensuring timely, cost-effective, and high-quality movement of goods and services.

Role Overview

The ideal candidate will manage and coordinate the daily logistics activities, including procurement, inventory management, distribution, and delivery processes. You will ensure efficiency across the entire logistics workflow—from vendor sourcing to final delivery.

Key Responsibilities

- Plan, coordinate, and monitor logistics operations including supply chain, inventory, warehousing, transportation, and delivery.
- Supervise a team of logistics staff including riders and delivery personnel.
- Evaluate, track, and report on delivery timelines, inventory usage, and stock levels.
- Maintain relationships with vendors, negotiate pricing, and ensure supply consistency.
- Implement best practices in logistics to reduce cost and improve efficiency.
- Ensure timely and accurate deliveries to customers and store locations.
- Oversee fleet maintenance and routing of delivery vehicles/riders.
- Enforce safety and compliance standards across logistics activities.
- Work with internal teams to forecast needs and align logistics strategy with business goals.

Requirements

- Bachelor's Degree or HND in Logistics, Supply Chain Management, Business Administration, or a related field.
- Minimum of 2–3 years' experience in a logistics, operations, or supply chain role (experience in the food & beverage industry is a strong advantage).
- Strong understanding of supply chain processes and inventory control.
- Excellent organizational and problem-solving skills.
- Proficiency with Microsoft Office tools and logistics software.
- Strong communication and negotiation abilities.
- Ability to lead a team and work under pressure in a fast-paced environment.

How to Apply

- Interested candidate should send their CVs to hr@globalclique.net
- Use the job title as the subject of the mail.
- Only shortlisted candidates will be contacted.

VACANCY FOR THE POST OF HEAD

CHEF IN IKOTA LEKKI, LAGOS

Our Profile

we are a dynamic culinary brand based in Lekki, Lagos, known for serving premium meals with flair, flavor, and finesse. We are committed to excellence, innovation, and a memorable dining experience. As we expand our offerings and kitchen operations, we are seeking a talented and experienced **Head Chef** to lead our kitchen team and drive our culinary vision.

Role Overview

We are looking for a passionate and highly skilled **Head Chef** to manage all aspects of our kitchen. The ideal candidate must have strong leadership abilities, creative culinary skills, and a solid understanding of kitchen operations and food hygiene.

Key Responsibilities

- Oversee daily kitchen operations, from food preparation to plating.
- Lead and manage kitchen staff, ensuring high performance and discipline.
- Create and innovate menus that align with the brand.
- Maintain food quality, consistency, and presentation standards.
- Manage inventory, control food costs, and reduce kitchen waste.
- Enforce food safety, hygiene, and cleanliness standards in accordance with health regulations.
- Train and mentor junior kitchen staff to maintain efficiency and skill development.

- Collaborate with management on menu updates, specials, and food promotions.
- Monitor equipment maintenance and ensure the kitchen is always operational.

Requirements

- Minimum of a Culinary Diploma, Hospitality Degree, or equivalent certification.
- Proven experience (3+ years) as a Head Chef or Senior Cook in a fast-paced kitchen.
- Strong leadership and team management skills.
- Creativity and flair in menu development and presentation.
- Excellent knowledge of food costing, kitchen budgeting, and inventory control.
- Deep understanding of hygiene, health, and safety standards.
- Ability to thrive in a fast-paced, high-pressure environment.
- Strong communication, organizational, and time-management skills.

How to Apply

- Interested candidate should send their CVs to hr@globalclique.net
 - Use the job title as the subject of the mail.
 - Only shortlisted candidates will be contacted.
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VACANCY FOR THE POST OF AN ACCOUNTANT/STORE KEEPER IN IKOTA LEKKI, LAGOS

Our Profile

We are a thriving culinary brand based in Lekki, Lagos, dedicated to delivering premium meals and excellent customer service. Our commitment to quality, innovation, and hospitality makes us a standout name in the Lagos food scene.

To support our operations and ensure financial accountability and inventory control, we are hiring a diligent and detail-oriented **Accountant/Store Keeper** to join our growing team.

Role Overview

The ideal candidate will be responsible for managing financial records, monitoring inventory, and ensuring accurate reporting of stock and purchases.

Key Responsibilities

- Maintain accurate records of all financial transactions and stock movements.
- Track inventory levels and ensure timely restocking of kitchen and service supplies.
- Perform regular stock audits and reconcile discrepancies.
- Prepare daily, weekly, and monthly financial and inventory reports.
- Process supplier invoices, purchase orders, and payment schedules.
- Ensure proper documentation and safe keeping of

receipts, records, and relevant paperwork.

- Monitor food and supply usage to minimize waste and prevent loss.
- Liaise with vendors to ensure timely deliveries and accurate billing.
- Support budgeting and forecasting activities.
- Maintain compliance with internal financial policies and relevant regulations.

Requirements

- OND/HND/B.Sc. in Accounting, Finance, or related field.
- At least 2 years of experience in accounting, inventory, or storekeeping roles.
- Strong knowledge of bookkeeping, financial reporting, and inventory systems.
- Proficiency in Microsoft Excel and accounting software (e.g., QuickBooks, Sage).
- Strong attention to detail and excellent numerical accuracy.
- Integrity, reliability, and a strong sense of responsibility.
- Excellent organizational and multitasking skills.

How to Apply

- Interested candidate should send their CVs to hr@globalclique.net
- Use the job title as the subject of the mail.
- Only shortlisted candidates will be contacted.

VACANCY FOR THE POST OF A FRONT DESK IN IKOTA, LEKKI, LAGOS

Our Profile

We are a fast-growing culinary brand in Lagos, serving premium meals with a passion for excellence, taste, and top-tier service. Located in the heart of Lekki, we're known not just for our delicious menu but also for the warm and welcoming atmosphere we create for every guest.

As we expand, we are seeking a **Front Desk Officer** who will be the face of our brand, welcoming clients, managing calls, and supporting day-to-day front desk operations with professionalism and charm.

Role Overview

As the first point of contact for our customers and guests, the ideal candidate must possess excellent communication skills, a friendly attitude, and strong organizational abilities.

Key Responsibilities

- Greet and attend to walk-in customers and visitors warmly.
- Answer and route incoming calls professionally.
- Maintain a clean, organized, and welcoming front desk

area.

- Provide basic administrative support including data entry and record-keeping.
- Manage customer inquiries and provide accurate information about the brand.
- Support appointment scheduling, event coordination, and internal communications.
- Monitor front office supplies and ensure timely replenishment.
- Represent the brand in a courteous and professional manner at all times.

Requirements

- Minimum of OND/NCE/HND in any discipline.
- Previous front desk or customer-facing experience is an added advantage.
- Proficient with Microsoft Office Suite and basic digital tools.
- Excellent verbal and written communication skills.
- Strong interpersonal and multitasking abilities.
- A well-presented, friendly, proactive, and dependable individual.
- Ability to handle tasks efficiently in a fast-paced environment.

How to Apply

- Interested candidate should send their CVs to hr@globalclique.net
- Use the job title as the subject of the mail.
- Only shortlisted candidates will be contacted.