

VACANCY FOR THE POST OF A FREELANCE RESEARCHER WITH DATA ANALYTICS SKILLS, REMOTE/HYBRID

Our Profile:

We are a forward-thinking company specializing in delivering high-quality content and creative solutions to the maritime industries. Our work involves crafting compelling narratives that drive engagement, build brands, and achieve business goals. We value creativity, precision, and innovation in everything we do.

Job Description:

We are seeking a highly motivated and skilled Freelance **Researcher with expertise in data analytics** to join our team. The ideal candidate will have a strong analytical mindset, excellent research abilities, and experience in interpreting complex datasets to generate actionable insights. This position offers the flexibility of remote work and the opportunity to collaborate on a wide range of projects across various industries.

Job Responsibilities:

1. Conduct in-depth research on topics relating to the maritime industry, including maritime insurance, and industry developments.
2. Collect, clean, and analyze large datasets to identify patterns, correlations, and trends.
3. Develop and implement data-driven methodologies to

address research questions and solve business challenges.

4. Present research findings and insights through well-structured reports, dashboards, and presentations.
5. Use statistical and data visualization tools to communicate complex information in a clear and actionable manner.
6. Stay updated on the latest tools, technologies, and best practices in data analytics and research.
7. Collaborate with cross-functional teams to understand project objectives and deliver insights that meet organizational needs.

Qualifications & Skills

Required Qualifications:

- HND/BSC in Data Science, Social Science, Statistics, Economics, Business, or a related field (advanced degree preferred).
- Proven experience as a researcher or data analyst, preferably in a freelance or consulting capacity.
- Proficiency in data analysis tools.
- Strong experience with data visualization platforms
- Excellent knowledge of research methodologies and statistical analysis techniques.
- Exceptional written and verbal communication skills, with the ability to present findings to both technical and non-technical audiences.
- Strong organizational and time management skills, with the ability to handle multiple projects simultaneously and meet tight deadlines.

Preferred Skills:

- Experience with machine learning and predictive modeling techniques.

- Familiarity with qualitative research methods and tools.
- Knowledge of specific industries such as healthcare, finance, technology, or marketing.
- Certification in data analytics or related disciplines.

What We Offer:

- Competitive compensation based on project scope and complexity.
- Flexible remote work arrangement.
- Opportunities to work on diverse and impactful projects.
- Professional growth and learning opportunities through collaboration with industry experts.

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
FREELANCE COPYWRITER/EDITOR,**

REMOTE/HYBRID

Our Profile:

We are a forward-thinking company specializing in delivering high-quality content and creative solutions to the maritime industry. Our work involves crafting compelling narratives that drive engagement, build brands, and achieve business goals. We value creativity, precision, and innovation in everything we do.

Job Description:

We are seeking a talented **Freelance Copywriter/Editor** to join our team. The ideal candidate will excel at producing engaging, persuasive, and error-free content tailored to various audiences and platforms within the maritime industry.

This is a flexible role, perfect for a self-motivated individual with strong copy writing and editing skills who thrives in a dynamic work environment.

Job Responsibilities:

- Write clear, compelling, and creative copy for various platforms, including websites, blogs, social media, advertisements, email campaigns, and more.
- Edit and proofread content to ensure grammatical accuracy, clarity, and consistency with brand voice.
- Conduct research to understand target audiences, industry trends, and competitors to inform content strategy.
- Collaborate with clients and internal teams to develop content that meets project goals and objectives.
- Optimize content for search engines (SEO) to enhance online visibility and engagement.
- Adhere to deadlines while maintaining high-quality standards.

Qualifications & Skills

Required:

- Communications, or a related field (preferred but not mandatory).
- Proven experience as a copywriter or editor with a strong portfolio showcasing diverse writing styles.
- Exceptional command of the English language, including grammar, spelling, and punctuation.
- Familiarity with SEO principles and tools.
- Creativity, strong attention to detail, and adaptability to different tones and voices.
- Excellent communication and collaboration skills.

Preferred:

- Experience writing for industries such as technology, healthcare, finance, or lifestyle.
- Knowledge of social media content strategies and trends.
- Familiarity with project management tools (e.g., Trello, Asana, Slack).

Benefits:

- Flexible work schedule and location.
- Opportunity to work on diverse projects.
- Potential for long-term collaboration and career growth.
- Access to a supportive team and professional development resources.

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 Lekki Phase 1

Position Summary

- **Job Title:** Operations Manager
- **Job Location:** Lekki Phase 1, Lagos
- **Position Type:** Full Time
- **Salary:** ₦250,000
- **Recruitment Manager:** Globalclique HR

Company Profile

We are a premier online and walk-in flower shop based in Lagos, Nigeria, specializing in luxurious fresh flowers, bridal bouquets, and exquisite gifts such as cakes, chocolates, perfumes, teddy bears, champagne, and bespoke flower arrangements.

As a category leader in fresh flower distribution within Lagos, we are on a transformative journey to expand globally, dominate the African market, and become the top name associated with fresh flower orders worldwide.

To support this vision, we are seeking a results-driven and detail-oriented Operations Manager to join our team and play a pivotal role in optimizing our operations.

Job Description

The Operations Manager will oversee and streamline daily

operations, ensuring seamless coordination of gift processing, order fulfillment, quality assurance, and delivery management. This role is critical to maintaining our commitment to excellence in service delivery and supporting our growth ambitions.

Key Responsibilities

Gift Processing & Documentation

- Categorize and record all gift components (e.g., flowers, cakes, chocolates, perfumes, teddy bears, champagne) with detailed specifications (type, quantity, size).
- Assign tasks to relevant staff members for efficient handling and processing.

Message Quality Assurance

- Review and ensure all messages accompanying orders are grammatically accurate, professionally formatted, and error-free.
- Attach finalized messages to their respective orders.

Media Preparation & Quality Control

- Oversee the attachment of messages and ensure accurate documentation through photographs of completed arrangements.
- Conduct rigorous quality checks before and after media shots to ensure presentation excellence.

Delivery Coordination

- Collaborate with the Delivery Manager to verify all items listed for delivery against the delivery form.
- Ensure delivery forms are fully signed and completed, including recipient details.
- Capture photographs of the delivery address, personnel, and delivered items at the point of handover.

Payment Management

- Confirm and document payment details for delivery

personnel.

- Ensure timely payments are processed instantly or within agreed timelines.

Qualifications

- Proven experience in operations management or a similar role, preferably in the luxury goods or gifting industry.
- Strong attention to detail and excellent organizational skills.
- Ability to manage multiple tasks effectively in a fast-paced environment.
- Proficiency in using digital tools for documentation and communication.
- Excellent written and verbal communication skills.

Why Join Us?

- Be part of a leading brand that brings joy and beauty to clients across Lagos and beyond.
- Contribute to our mission of dominating the global market with luxurious flower arrangements and gifts.
- Work in a dynamic and supportive environment that values creativity, excellence, and innovation.

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 Human Resources Personnel in Lekki Phase 1

Position Summary

- **Job Title:** Vacancy for Human Resources Personnel in Lekki Phase 1
 - **Job Location:** Lagos, Nigeria
 - **Reports to:** Managing Director
 - **Position Type:** Full Time
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Company Profile

We are a premier online and walk-in flower shop based in Lagos, Nigeria, specializing in luxurious fresh flowers, bridal bouquets, and exquisite gifts such as cakes, chocolates, perfumes, teddy bears, champagne, and bespoke flower arrangements. As a category leader in fresh flower distribution within Lagos, we are on a transformative journey to expand globally, dominate the African market, and become the top name associated with fresh flower orders worldwide.

To support this vision, we are seeking an experienced and proactive **HR Personnel** to manage and enhance our human resource functions, ensuring effective talent management and fostering a positive work environment.

Job Description

The HR Personnel will play a critical role in aligning HR strategies with the company's mission to deliver exceptional flower arrangements and gifts globally. This individual will oversee recruitment, employee relations, performance management, compliance, and workforce development, ensuring the company attracts, retains, and nurtures top talent.

Key Responsibilities

Onboarding

- Facilitate seamless onboarding processes for new hires.

Employee Relations

- Foster a supportive and inclusive workplace culture that promotes teamwork and excellence.
- Address employee concerns and conflicts professionally, ensuring timely resolution and adherence to company policies.

Performance Management

- Implement and manage performance appraisal systems to drive productivity and ensure goal alignment.
- Identify training and development needs, organizing programs to enhance employee skills.

HR Policies & Compliance

- Develop, review, and enforce HR policies and procedures in compliance with labour laws and industry standards.
- Maintain accurate employee records and ensure adherence to employment regulations.

Payroll & Benefits Administration

- Oversee the preparation and distribution of employee salaries, benefits, and incentives.
- Ensure timely and accurate payment processes, resolving any discrepancies promptly.

Workforce Planning & Development

- Collaborate with leadership to forecast staffing needs based on business goals and seasonal demand.
- Create strategies to enhance employee retention and satisfaction.

Health, Safety, & Wellbeing

- Promote workplace safety and wellness initiatives tailored to the unique nature of the flower and gift distribution industry.
- Organize programs to support employee well-being, such as team-building activities or stress

management workshops.

Qualifications

- A degree in Human Resources Management, Business Administration, or a related field.
- Proven experience in an HR role, preferably in retail, luxury goods, or a customer-facing industry.
- Strong interpersonal and communication skills with a high level of emotional intelligence.
- Knowledge of Nigerian labour laws and best HR practices.
- Proficiency in HR software and Microsoft Office tools.
- Ability to multitask, prioritize, and thrive in a fast-paced environment.

Why Join Us?

- Be part of a leading brand that brings joy and beauty to clients across Lagos and beyond.
- Contribute to our mission of dominating the global market with luxurious flower arrangements and gifts.
- Work in a dynamic and supportive environment that values creativity, excellence, and innovation.

VACANCY FOR THE POST OF A BUSINESS DEVELOPMENT MANAGER IN OGBA-IKEJA, LAGOS, NIGERIA

Our Profile:

We are a reliable real estate company strategically located in Ogba, Ikeja, Lagos, with a strong focus on delivering comprehensive solutions tailored to meet diverse property

needs. Our expertise spans real estate finance, joint ventures, land acquisition, investment schemes, and portfolio management, providing a one-stop shop for property-related services.

Our mission is to simplify real estate transactions and make them rewarding by combining professionalism with a customer-first approach. Whether you seek to invest, lease, or sell property, our dedicated team offers unparalleled guidance and exceptional value at every stage.

Built on a foundation of transparency, integrity, and a profound understanding of the dynamic property market, we are committed to helping our clients achieve their real estate goals with confidence and efficiency.

As we grow to accommodate the increasing demands of our expanding clientele, we are looking for a skilled Business development manager to join our dynamic team and contribute to our success.

Job Description

We are seeking an ambitious and dynamic Business Development Manager to drive growth and expand our market presence. The ideal candidate will identify new business opportunities, foster strong client relationships, and develop strategies to meet and exceed revenue targets. This role requires exceptional communication skills, strategic thinking, and a results-driven mindset

Key Responsibilities

- Identify and develop new business opportunities through market research, networking, and relationship building.
- Build and maintain strong relationships with existing clients to ensure long-term partnerships.
- Develop and execute strategic plans to achieve business objectives and revenue targets.

- Conduct market analysis to identify trends, customer needs, and competitive positioning.
- Prepare and deliver compelling presentations and proposals to prospective clients.
- Collaborate with internal teams to ensure successful project delivery and client satisfaction.
- Monitor and report on key performance metrics, providing insights and recommendations for improvement.
- Represent the company at industry events, conferences, and trade shows to enhance brand visibility.

Job Requirements

- Bachelor's degree in Business Administration, Marketing, or a related field. MBA is a plus.
- 5 – 15 years of proven experience in business development, sales, or a similar role.
- Strong understanding of market dynamics and customer behavior.
- Exceptional communication, negotiation, and interpersonal skills.
- Ability to develop and execute strategic plans effectively.
- Proficiency in CRM software and Microsoft Office Suite.
- Strong analytical and problem-solving skills.
- Self-motivated, proactive, and goal-oriented.
- Ability to work both independently and collaboratively in a team 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.
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VACANCY FOR THE POST OF AN ACCOUNTANT IN OGBA-IKEJA, LAGOS, NIGERIA

Our Profile:

We are a reliable real estate company strategically located in Ogba, Ikeja, Lagos, with a strong focus on delivering comprehensive solutions tailored to meet diverse property needs. Our expertise spans real estate finance, joint ventures, land acquisition, investment schemes, and portfolio management, providing a one-stop shop for property-related services.

Our mission is to simplify real estate transactions and make them rewarding by combining professionalism with a customer-first approach. Whether you seek to invest, lease, or sell property, our dedicated team offers unparalleled guidance and exceptional value at every stage.

Built on a foundation of transparency, integrity, and a profound understanding of the dynamic property market, we are committed to helping our clients achieve their real estate goals with confidence and efficiency.

As we grow to accommodate the increasing demands of our expanding

clientele, we are looking for a skilled Accountant to join our dynamic team and contribute to our success.

Job Description

We are seeking a detail-oriented and experienced Accountant to join our team. The ideal candidate will be responsible for managing financial records, preparing financial statements, ensuring compliance with regulations, and providing valuable insights to support business decisions. This role requires strong analytical skills, attention to detail, and proficiency in accounting software.

Key Responsibilities:

- Prepare and maintain accurate financial records, including general ledger entries, balance sheets, and income statements.
- Process accounts payable and receivable transactions in a timely manner.
- Reconcile bank statements and resolve discrepancies promptly.
- Prepare and file tax returns, ensuring compliance with local, state, and federal regulations.
- Monitor cash flow and prepare monthly financial reports.
- Assist in the preparation of budgets and financial forecasts.
- Conduct periodic audits and implement controls to improve financial accuracy.
- Provide financial analysis to support strategic decision-making.
- Collaborate with internal teams and external stakeholders, including auditors and tax consultants.

Key Performance Indicators (KPIs):

1. Accuracy and timeliness of financial reports and reconciliations.
2. Effective management of office operations and

- administrative tasks.
3. Compliance with financial regulations and policies.
 4. Cost-saving initiatives and financial efficiency.
 5. Employee satisfaction and productivity in administrative support

Job Requirements:

- HND / Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Minimum of 5 years of proven experience as an Accountant or in a similar role.
- Strong understanding of accounting principles and practices.
- Proficiency in accounting software and Microsoft Office Suite.
- Strong organizational, communication, and interpersonal skills.
- Ability to multitask, prioritize, and meet deadlines.

How to Apply:

- Interested candidates 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 AN

ESTATE SURVEYOR IN IKEJA, LAGOS, NIGERIA

Our Profile:

We are a distinguished firm specializing in providing top-tier real estate and professional consultancy services. With a commitment to excellence, we have built a reputation for delivering innovative and client-focused solutions tailored to meet the unique needs of individuals, businesses, and organizations.

Our firm prides itself on deep industry expertise, transparency, and dedication to helping clients achieve their goals efficiently. Our range of services includes real estate finance, property acquisition, investment advisory, and portfolio management, designed to empower our clients in making informed and rewarding decisions.

Rooted in integrity and driven by results, we continue to set the standard for excellence in the real estate and consultancy sectors.

Job Description

We are seeking a highly skilled and experienced **Estate Surveyor** to join our team. The ideal candidate will lead the planning, execution, and management of real estate projects while mentoring junior staff and ensuring client satisfaction. This role requires a blend of technical expertise, leadership skills, and a commitment to excellence in service delivery.

Job 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, ensuring 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. Supervise and mentor junior estate surveyors and administrative staff.
8. Delegate tasks, 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.

Job Requirements

- HND / Bachelor's degree in Estate Management, Surveying, or a related field.
- Membership in relevant professional bodies (e.g., NIESV, ESVARBON).
- Minimum of 2-5 years of experience in estate surveying and valuation.
- Proficiency in property management software and Microsoft Office Suite.

- Strong analytical, communication, and negotiation skills.
- Ability to work independently and lead a team effectively.

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: CO-WORKING SPACE / WORKSTATION MANAGER

About Us

We are a leading firm of Chartered Surveyors and Real Estate Consultants in Nigeria, renowned for our extensive knowledge and experience in the real estate sector. Over the years, we have evolved into a comprehensive Property Resource Management firm, delivering specialized services tailored to meet diverse client needs.

Job Description

We are seeking a tech-savvy, customer-focused, and organized Co-Working Space / Workstation Manager to oversee the daily operations, client services, and infrastructure of our co-working space in Lekki Phase 1, Lagos. The ideal candidate

will ensure a seamless experience for all users, maintain the functionality of facilities, and foster a collaborative and productive environment.

Key Responsibilities

- Oversee the day-to-day management of the co-working space, ensuring smooth operations and a welcoming atmosphere for clients.
- Manage client onboarding, reservations, and workspace allocations.
- Coordinate the setup, configuration, and maintenance of workstation infrastructure, including IT tools, connectivity, and office equipment.
- Troubleshoot and resolve issues related to workspace operations, equipment, and technology.
- Develop and enforce rules, guidelines, and security protocols for the co-working space.
- Monitor workspace usage and performance, ensuring optimal occupancy and client satisfaction.
- Collaborate with clients and stakeholders to understand needs and recommend enhancements.
- Plan and execute marketing strategies to attract and retain tenants.
- Organize community events, workshops, or networking opportunities to build a sense of community among users.
- Maintain documentation such as client agreements, operational procedures, and maintenance logs.
- Stay updated with industry trends and recommend upgrades or improvements to the co-working space environment.

Qualifications and Requirements

- Bachelor's degree in Business Administration, Office Management, Real Estate, Information Technology, or a related field.
- A minimum of 3 years of experience managing a co-working space, workstation environment, or similar facilities.

- Strong problem-solving skills with keen attention to detail.
- Excellent communication and interpersonal skills to work effectively with diverse clients and team members.
- Proficiency in workspace management software and Microsoft Office Suite.
- Ability to multitask, prioritize, and manage projects efficiently.
- Knowledge of real estate or co-working space operations is an added advantage.

How to Apply

- Interested candidates should send their CVs to **hr@globalclique.net**.
- Use the job title, “Co-Working Space / Workstation Manager,” as the subject line of the email.
- Only shortlisted candidates will be contacted.

VACANCY FOR THE POST OF AN ADMINISTRATIVE ASSISTANT IN IKEJA, LAGOS, NIGERIA

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 **Administrative Assistant** to join our dynamic team.

Job Description

We are seeking a proactive and highly organized **Administrative Assistant** to support operations in our real estate office in Ikeja, Lagos. The ideal candidate will have prior experience in real estate operations or office management, with the ability to handle schedules, coordinate meetings, and assist with day-to-day administrative tasks. This role requires strong organizational skills, excellent attention to detail, and the ability to work effectively in a dynamic environment.

Job Responsibilities

- Provide comprehensive administrative support to the real estate office and executive team.
- Manage schedules, organize property inspections, and coordinate meetings with clients and stakeholders.
- Act as the primary point of contact for internal teams and external clients, handling correspondence and inquiries professionally.
- Prepare, edit, and manage property reports, proposals, and other documents.
- Maintain and organize digital and physical filing systems, including property-related documentation.
- Assist with coordinating and planning property viewings, events, and corporate activities.
- Monitor and manage office supplies, ensuring efficient day-to-day operations.
- Handle confidential information with integrity and discretion.
- Conduct market research and compile data to support real estate operations.
- Liaise with tenants, landlords, agents, and contractors to facilitate smooth communication.

Qualifications and Requirements

- Proven experience as an Administrative Assistant, preferably in a real estate office or similar environment.
- HND/Bachelor's degree in Business Administration, Office Management, or a related field.
- 3–5 years of relevant experience in administrative support or office operations.
- Strong knowledge of real estate processes, terminology, and documentation is an advantage.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Exceptional organizational and multitasking abilities.
- Strong written and verbal communication skills.
- Ability to prioritize tasks, meet deadlines, and work well under pressure.
- Experience in event planning, project coordination, or real estate operations is a plus.
- High level of professionalism, confidentiality, and problem-solving skills.

Benefits

This role offers an opportunity to contribute meaningfully to our team while gaining valuable experience in the real estate industry. If you are highly motivated, detail-oriented, and eager to grow, we would love to hear from you.

How to Apply

- Please submit your resume and cover letter to **hr@globalclique.net**.
- Use "Administrative Assistant" as the subject line of your email.
- Only shortlisted candidates will be contacted.

VACANCY FOR THE POST OF AN ESTATE OFFICER IN IKEJA, LAGOS, NIGERIA

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 Officer** to join our dynamic team.

Job Description

The ideal candidate for the Estate Officer role will work collaboratively in the planning, execution, and management 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 Senior 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 Officer," as the subject of the email.
- Please note that only shortlisted candidates will be contacted.