

# VACANCY FOR THE POST OF ELEMENTARY SCHOOL TEACHERS IN BADORE, AJAH, LAGOS

**Job Title:** Elementary School Teachers.

**Location:** Badore, Ajah, Lagos

**Employment Type:** Full-Time

**Salary:** Flexible

**WORK HOURS:** 8:00 AM – 5:00 PM

## **Our Profile:**

Our School is located in Badore, Ajah, Lagos, it is an inclusive educational institution committed to providing quality education tailored to young learners. By combining modern teaching methods, including the Early Years Foundation Stage (EYFS) curriculum, with a nurturing environment, the school empowers children to explore, grow, and reach their full potential.

With a team of passionate educators, fosters curiosity, creativity, and a love for learning, preparing students to excel academically, socially, and emotionally. The school welcomes dedicated teachers eager to make a positive impact on young lives.

## **Job Description:**

We are seeking passionate and dedicated Elementary School Teachers to join our vibrant team. The successful candidates will be responsible for delivering quality education to young learners, using a variety of teaching strategies to promote growth and development in line with the Early Years Foundation Stage (EYFS) curriculum.

## **Job Responsibilities:**

- Teach and engage young children in basic subjects such as mathematics, language, and general knowledge.

- Plan, prepare, and deliver lessons in accordance with the EYFS curriculum.
- Foster a positive and inclusive learning environment.
- Maintain accurate and up-to-date records of student progress.
- Collaborate with other educators to promote student well-being.
- Organize and participate in extracurricular activities.

### **Requirements**

- Minimum qualification: SSCE, NCE, OND, HND, or BSC.
- At least 2 years of teaching experience, preferably in elementary or early childhood education.
- Strong understanding of the EYFS curriculum and experience with Montessori or other early years methodologies.
- Strong communication skills and ability to work effectively with children and parents.
- Age range: 20 – 40 years.
- Gender preference: Female.
- Ability to work full-time from the school premises.

### **HOW TO APPLY**

- Interested candidate should send their CVs to [hr@globalclique.net](mailto: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 A CLIENT SERVICES MANAGER IN**

# **PENCINEMA, AGEGE, LAGOS**

**Job Title:** Client Services Manager

**Location:** Pen cinema, Agege, Lagos

**Employment Type:** Full-Time

**Salary:** Flexible

**WORK HOURS:** 8:00 AM – 5:00 PM

## **Our Profile:**

We are a leading real estate firm dedicated to simplifying your property journey. With expertise in property sales, rentals, and management, we are committed to connecting clients with the best real estate opportunities. Our Offerings: Sales & Acquisitions, Property Rentals, Management Services and Consultation.

To meet the growing demands of our expanding client base, we are seeking a proficient Client Services Manager to join our dynamic team at our Head Office in Lagos.

## **Job Description:**

We are seeking a dedicated and results-driven Client Services Manager to oversee and enhance customer relationships, ensure client satisfaction, and drive service excellence. The ideal candidate will act as the primary point of contact for clients, managing their needs while maintaining high service standards.

## **Job Responsibilities:**

1. **Client Relationship Management:** Build and maintain strong relationships with clients. Act as the main point of contact for clients, addressing their needs and concerns promptly.
2. **Service Delivery:** Ensure the timely and efficient delivery of services to clients. Coordinate with internal teams (Accounts and site coordinator departments) to meet client expectations and service standards.
3. **Client Onboarding:** Guide new clients through the onboarding process. Provide training and support to help clients understand and use the company's services effectively.
4. **Problem Resolution:** Address and resolve any client issues or complaints. Work to find solutions that satisfy both the client and the company.
5. **Account Management:** Manage client accounts, ensuring they are up-to-date and accurate. Track client interactions and maintain detailed records such as birthday messages, acknowledgment of payments, receipts etc.
6. **Performance Monitoring:** Monitor the performance of services delivered to clients. Gather feedback and use it to improve service quality and client satisfaction.
7. **Reporting:** Generate regular reports on client interactions and service performance. Provide insights and recommendations based on client feedback and data analysis.
8. **Sales Support:** Assist the sales team in identifying opportunities for upselling or cross-selling to existing clients. Collaborate with the sales team to develop strategies for client retention and growth.

9. Client Retention: Develop and implement strategies to retain clients and reduce churn. Foster long-term relationships to ensure client loyalty. Work with the sales team to address any issues or concerns that arise during the sales process. Ensure that any problems are resolved promptly to maintain client satisfaction
10. Team Leadership: Lead and mentor a team of client service representatives. Provide training and support to ensure the team delivers high-quality service.
11. Client Feedback Management: Develop a system for collecting and analyzing client feedback. Use feedback to implement improvements and track progress over time.
12. Risk Management: Identify potential risks in client relationships and develop strategies to mitigate them. Address any issues proactively to prevent escalation.
13. Lead Conversion: Assist the sales team in converting leads into clients by providing insights into client needs and preferences. Participate in sales meetings to discuss potential clients and how to approach them effectively.

## **Requirements:**

- NCE /OND / HND/Bachelor's degree in Business Administration, Marketing, or a related field.
- 3-5 years of experience in client relationship management or a similar role.
- Strong understanding of customer service principles and practices.
- Excellent communication, interpersonal, and problem-solving skills.
- Ability to manage multiple client accounts and prioritize tasks effectively.
- Proficiency in CRM software and Microsoft Office tools.
- Proven ability to lead client-related projects and deliver results.

## HOW TO APPLY

- Interested candidate should send their CVs to [hr@globalclique.net](mailto: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 A SITE OPERATIONS MANAGER IN PENCINEMA, AGEGE, LAGOS

**Job Title:** Site Operations Manager

**Location:** Pen cinema, Agege, Lagos

**Employment Type:** Full-Time

**Salary:** Flexible

**WORK HOURS:** 8:00 AM – 5:00 PM

## Our Profile:

We are a leading real estate firm dedicated to simplifying your property journey. With expertise in property sales, rentals, and management, we are committed to connecting clients with the best real estate opportunities. Our Offerings: Sales & Acquisitions, Property Rentals, Management Services and Consultation.

To meet the growing demands of our expanding client base, we are seeking a proficient Site Operations Manager to join our dynamic team at our Head Office in Lagos.

### **Job Description:**

We are seeking an experienced and proactive **Site Operations Manager** to oversee and manage all on-site operations, ensuring projects are completed efficiently, on time, and within budget. The ideal candidate will coordinate teams, enforce safety regulations, and maintain high standards of quality and performance.

### **Job Responsibilities:**

1. **Operational Oversight:** Supervise daily activities to ensure they align with project timelines and quality standards. Coordinate with different teams to ensure smooth workflow and address any issues promptly.
2. **Quality Control:** Monitor the quality of work performed on-site to ensure it meets company standards and client expectations. Conduct regular inspections and implement corrective actions if necessary.
3. **Communication and Reporting:** Maintain clear and effective communication with stakeholders, including clients, subcontractors, Partnering companies, and upper management. Provide regular progress updates and reports.
4. **Client Relations:** Maintain positive relationships with clients and address any concerns or queries. Ensure client satisfaction by delivering high-quality results on time
5. **Collaboration with Sales:** Work closely with the sales team to align marketing efforts with sales goals. Discovery of new sites for marketing purposes.

6. Identify Target Audience: Understand who your ideal customers are, including their demographics, preferences, and behaviors. This helps in selecting sites that are frequented by your target audience.
7. Order Coordination: Communicate with the account department, Customer care department, and the partnering company to confirm the order details, including item types such as cheques, land documents, incentives, etc, and pickup time.

### **Requirements:**

- HND/Bachelor's degree in Civil Engineering, Construction Management, or related fields.
- 5+ years of experience in site operations or project management.
- Strong leadership and team management skills.
- Excellent organizational and problem-solving abilities.
- Knowledge of construction processes, safety regulations, and quality standards.
- Proficiency in project management tools and software is an advantage.
- Strong communication and interpersonal skills.

### **HOW TO APPLY**

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# VACANCY FOR THE POST OF AN ACCOUNT OFFICER IN PENCINEMA, AGEGE, LAGOS

**Job Title:** Account officer

**Location:** Pen cinema, Agege, Lagos

**Employment Type:** Full-Time

**Salary:** Flexible

**WORK HOURS:** 8:00 AM – 5:00 PM

## **Our Profile:**

We are a leading real estate firm dedicated to simplifying your property journey. With expertise in property sales, rentals, and management, we are committed to connecting clients with the best real estate opportunities. Our Offerings: Sales & Acquisitions, Property Rentals, Management Services and Consultation.

To meet the growing demands of our expanding client base, we are seeking a proficient Account Officer to join our dynamic team at our Head Office in Lagos.

## **Job Description:**

We are looking for a detail-oriented and organized Account Officer to manage financial transactions, maintain accurate records, and provide support for financial operations. The ideal candidate will play a key role in ensuring the company's financial health and compliance with accounting standards.

## **Job Responsibilities:**

1. Maintaining Accounts: Manage accounts receivable and

payable, ensuring all transactions are recorded accurately. Track payments from clients and follow up on outstanding balances.

2. Financial Transactions: Handle financial transactions, including processing payments and receipts. Ensure that all financial activities are accurately recorded in the accounting system.
3. Bookkeeping: Assist with bookkeeping duties such as maintaining general ledger entries, preparing balance sheets, and reconciling accounts. Ensure all financial data is organized and accessible for reporting.
4. Client Correspondence: Communicate with clients regarding billing issues, payment status, and financial updates. Address and resolve any financial discrepancies with clients.
5. Expense Reports: Prepare and maintain detailed reports of business expenses, including material costs, labor expenses, and other operational costs. Ensure accurate tracking of all expenditures.
6. Error Checking: Examine financial statements for errors and inconsistencies. Make necessary adjustments to ensure the accuracy of financial records.
7. Supporting Teams: Provide financial support to other departments by generating reports, offering financial insights, and assisting with budget planning and analysis.
8. Compliance: Ensure compliance with financial regulations and company policies. Stay updated on changes in financial laws and regulations and implement necessary changes within the company

## **Requirements**

- OND/NCE /HND/Bachelor's degree in Accounting, Finance, or related fields.
- 2-5 years of experience in accounting or a similar role.
- Proficiency in accounting software (e.g., QuickBooks,

Sage).

- Strong knowledge of financial regulations and bookkeeping practices.
- Excellent attention to detail and analytical skills.
- Strong organizational and multitasking abilities.
- Good communication and interpersonal skills.

## HOW TO APPLY

- Interested candidate should send their CVs to [hr@globalclique.net](mailto:hr@globalclique.net)
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# VACANCY FOR THE POST OF A SOCIAL MEDIA / CUSTOMER SERVICE EXECUTIVE IN PENCINEMA, AGEGE, LAGOS

**Job Title:** social media / customer service executive

**Location:** Pen cinema, Agege, Lagos

**Employment Type:** Full-Time

**Salary:** Flexible

**WORK HOURS:** 8:00 AM – 5:00 PM

## **Our Profile:**

We are a leading real estate firm dedicated to simplifying your property journey. With expertise in property sales, rentals, and management, we are committed to connecting clients with the best real estate opportunities. Our Offerings: Sales & Acquisitions, Property Rentals, Management Services and Consultation.

To meet the growing demands of our expanding client base, we are seeking a proficient social media / Customer Service Executives to join our dynamic team at our Head Office in Lagos.

## **Job Description:**

We are seeking a dynamic and results-driven **Social Media / Customer Service Executive** to join our team. In this role, you will manage our social media platforms, engage with our audience, and ensure exceptional customer service. You will play a critical part in enhancing our brand's online presence and fostering strong relationships with customers.

## **Job Responsibilities:**

1. **Content Creation and Management:** Develop and curate engaging content for various social media platforms (e.g., Facebook, Twitter, Instagram, LinkedIn). Create visually appealing graphics, videos, and other multimedia content.
2. **Social Media Strategy:** Develop and implement social

media strategies to align with business goals. Plan and execute social media

campaigns to increase brand awareness and engagement.

3. Audience Engagement: Monitor and respond to comments, messages, and mentions on social media platforms. Engage with followers, influencers, and other stakeholders to build a strong online community and generate online leads.
4. Analytics and Reporting: Analyze social media metrics and provide reports on performance, engagement, and reach. Use data to optimize content and strategies for better results.
5. Brand Management: Ensure all content is consistent with the brand's voice, style, and values. Maintain a positive brand image through proactive and responsive social media interactions.
6. Trends and Innovation: Stay updated on the latest social media trends, tools, and best practices. Experiment with new formats and techniques to keep the content fresh and engaging.
7. Collaboration: Work closely with sales executives, site coordinator, PR, and other departments to create high-quality content, video of new products, and sites for online posting.

8. Crisis Management: Handle negative comments and crises effectively and professionally. Develop strategies for managing and mitigating potential social media crises.
9. Social Proof: Share customer testimonials, reviews, and case studies to build trust and credibility. Social proof can significantly influence purchasing decisions
10. Targeted Advertising: Use social media platforms' sophisticated targeting options to reach potential customers based on demographics, interests, and behaviors. This ensures that your ads are seen by people who are more likely to be interested in your products or services.

## **Requirements**

- DIPLOMA / NCE /OND / HND in Marketing, Communications, Business Administration, or a related field.
- Proven experience in social media management and/or customer service.
- Strong understanding of social media platforms (Facebook, Instagram, Twitter, LinkedIn, etc.) and tools (e.g., Hootsuite, Buffer).
- Excellent written and verbal communication skills.
- Problem-solving skills and the ability to manage multiple tasks effectively.
- Basic graphic design and content creation skills are a plus.
- Familiarity with CRM software is an advantage.

## HOW TO APPLY

- Interested candidate should send their CVs to [hr@globalclique.net](mailto:hr@globalclique.net)
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# VACANCY FOR THE POST OF AN ESTATE SURVEYOR IN IKEJA, LAGOS

**Job Title:** Estate Surveyor

**Location:** Ikeja

**Employment Type:** Full-Time

**Salary:** # 130,000 – #180,000

**WORK HOURS:** 8:00 AM – 5:00 PM

### Our Profile:

Our Company is a leading real estate firm dedicated to providing exceptional property management and valuation services. Our commitment to excellence and innovation has made us a trusted name in the industry. We are seeking a highly

motivated and experienced Estate Surveyor to join our dynamic team.

## **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 motivating team members 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) will be an added advantage.
- Minimum of 1-7 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](mailto: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 A CONFIDENTIAL SECRETARY IN LAGOS ISLAND, LAGOS

## Our Profile:

We are a leading firm of professional Estate Surveyors & Valuers, headquartered in Lagos, Nigeria, with additional branches in Abuja and Port Harcourt. Fully registered with the Corporate Affairs Commission of Nigeria, the Estate Surveyors and Valuers Registration Board of Nigeria, the Nigerian Institute of Estate Surveyors & Valuers, and other esteemed global real estate organizations, we are dedicated to providing exceptional, client-focused services.

Our areas of expertise include marketing, property management, facility management, valuation, and real estate appraisal, all delivered with a results-driven approach.

To meet the growing demands of our expanding client base, we are seeking a proficient Confidential Secretary to join our dynamic team at our Head Office on Lagos Island, Lagos.

## Job Description:

We are seeking a highly professional and discreet **Confidential Secretary** to provide top-level administrative support to senior executives. The ideal candidate will demonstrate exceptional organizational skills, a strong sense of confidentiality, and the ability to manage sensitive information effectively.

## Job Responsibilities:

- Manage and organize the executive's schedule, including meetings, appointments, and travel arrangements.
- Prepare, proofread, and manage confidential correspondence, reports, and presentations.
- Schedule, prepare agendas, and record minutes for meetings, ensuring timely follow-ups on action items.
- Maintain the confidentiality of sensitive information and ensure secure document storage.
- Screen and manage calls, emails, and other communications on behalf of the executive.
- Maintain efficient filing systems and oversee office supplies for executive-level operations.
- Act as a bridge between the executive and internal/external stakeholders.
- Coordinate and prioritize tasks to ensure deadlines are consistently met.
- Proficiency in computer systems, internet technologies, and exceptional typing skills are essential.

## **Requirements**

- **OND/HND/B.Sc/ Sc** in Secretarial Studies, Business Administration, or a related field.
- 3 -7 years of experience as a confidential secretary or in a similar administrative role.
- Proven track record of handling confidential information discreetly.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, and Outlook).
- Exceptional multitasking and time management abilities.
- Excellent verbal and written communication skills.
- High level of accuracy in handling correspondence and preparing documents.

## HOW TO APPLY

- Interested candidate should send their CVs to [hr@globalclique.net](mailto:hr@globalclique.net)
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# VACANCY FOR THE POST OF A FACILITY MANAGER IN LAGOS ISLAND, LAGOS, NIGERIA

**Job Title:** Facility Manager

**Location:** Lagos Island, Lagos

**Employment Type:** Full-Time

**Salary:** ₦180,000 – ₦250,000

**WORK HOURS:** 8:00 AM – 5:00 PM

## Our Profile:

We are a leading firm of professional Estate Surveyors & Valuers, headquartered in Lagos, Nigeria, with additional branches in Abuja and Port Harcourt. Fully registered with the Corporate Affairs Commission of Nigeria, the Estate Surveyors and Valuers Registration Board of Nigeria, the Nigerian Institute of Estate Surveyors & Valuers, and other esteemed global real estate organizations, we are dedicated to

providing exceptional, client-focused services.

Our areas of expertise include marketing, property management, facility management, valuation, and real estate appraisal, all delivered with a results-driven approach.

To meet the growing demands of our expanding client base, we are seeking a proficient Facility Managers to join our dynamic team at our Head Office on Lagos Island, Lagos.

### **Job Description:**

We are seeking an experienced and proactive **Facility Manager** to oversee the efficient management, operation, and maintenance of our facilities. The ideal candidate will ensure that all building systems and services are functioning optimally while creating a safe, clean, and productive environment for employees and visitors.

### **Job Responsibilities:**

- Oversee the maintenance, repairs, and upgrades of building systems, including HVAC, electrical, plumbing, and security systems
- Coordinate with service providers and contractors to ensure quality and timely delivery of maintenance and support services.
- Develop and manage facility budgets, monitor expenditures, and ensure cost-effective solutions.
- Ensure that all facilities adhere to local regulations and health and safety standards.
- Plan and optimize office layouts and workspaces to accommodate business needs.
- Monitor and maintain stock levels of essential supplies and equipment.
- Develop and implement emergency response plans and protocols.

- Identify and implement energy-efficient and environmentally friendly practices to reduce operational costs.
- Conduct regular facility inspections and prepare reports on maintenance activities and issues.

## **Requirements**

- HND / Bachelor's degree in Facilities Management, Engineering, Business Administration, or a related field.
- Minimum of 3-5 years of experience in facility management or a related role.
- Knowledge of building systems, maintenance processes, and project management software.
- Strong planning, problem-solving, and multitasking abilities.
- Excellent written and verbal communication skills.
- Ability to manage and motivate a team effectively.
- High level of accuracy and attention to detail.
- Certifications in facilities management (e.g., IFMA, BIFM or Similar Industries ) are an added advantage.

## **HOW TO APPLY**

- Interested candidate should send their CVs to [hr@globalclique.net](mailto: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 A FRONT DESK/ RECEPTIONIST WITH DIGITAL IN LEKKI, LAGOS

## Our Profile:

We are a prominent firm of professional Estate Surveyors and Valuers, based in Lagos, Nigeria, with additional branches across the country. Fully accredited by the Corporate Affairs Commission of Nigeria, the Estate Surveyors and Valuers Registration Board of Nigeria, the Nigerian Institute of Estate Surveyors and Valuers, and other reputable global real estate organizations, we are committed to delivering exceptional, client-centered services.

Our expertise spans **asset valuation, property management, facility management, and real estate advisory services**, all executed with a focus on achieving outstanding results.

As part of our commitment to meeting the growing needs of our expanding client base, we are seeking a skilled and personable **Front Desk Officer/Receptionist with Digital Skills** to join our dynamic team at our Head Office located at Lekki, Lagos.

## Job Description:

We are seeking a highly organized and personable **Front Desk Officer/Receptionist with Digital Skills** to join our team. As the first point of contact for our organization, the ideal candidate will deliver exceptional customer service while efficiently managing front desk operations.

## Key Responsibilities:

- Welcome visitors, clients, and employees with warmth and professionalism.
- Answer, screen, and forward incoming calls; take messages as necessary.
- Maintain an organized and welcoming reception area that reflects the company's brand.
- Leverage computer skills to address basic technical support needs.
- Perform general administrative duties, including data entry, filing, and record-keeping.
- Coordinate with internal departments to streamline communication and workflow.
- Monitor office supplies and place orders to ensure uninterrupted operations.
- Provide accurate and up-to-date information about the company to inquiries.
- Assist in managing calendars, appointments, and meeting room bookings.
- Support the planning and execution of company events, meetings, and workshops.
- Cultivate a positive and collaborative work environment.

### **Job Requirements:**

- **OND/NCE/HND** in any discipline.
- Previous experience as a receptionist or office assistant is an advantage.
- Basic knowledge of office software, including Microsoft Office Suite.
- Social Media and Internet Skills
- Exceptional organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- Self-motivated and capable of working both independently and in a team.
- Friendly, proactive, and dependable personality.
- Attention to detail and ability to follow instructions



accurately.

## HOW TO APPLY

- Interested candidate should send their CVs to [hr@globalclique.net](mailto:hr@globalclique.net)
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# VACANCY FOR THE POST OF ACCOUNTANT WITH SOUND OFFICE MANAGEMENT & ADMINISTRATION SKILLS IN LAGOS ISLAND

**Recruitment Manager: Globalclique HR**

**Job Title: Accountant with Sound office management & administration skills**

**Location: Lagos Island**

**Employment Type: Full-Time**

**Salary: N250K – N350,000**

**WORK HOURS: 8:00 AM – 5:00 PM**

**Our Profile:**

We are a leading firm of professional Estate Surveyors & Valuers, headquartered in Lagos, Nigeria, with additional branches in Abuja and Port Harcourt. Fully registered with the Corporate Affairs Commission of Nigeria, the Estate Surveyors and Valuers Registration Board of Nigeria, the Nigerian Institute of Estate Surveyors & Valuers, and other esteemed global real estate organizations, we are dedicated to providing exceptional, client-focused services.

Our areas of expertise include marketing, property management, facility management, valuation, and real estate appraisal, all delivered with a results-driven approach.

To meet the growing demands of our expanding client base, we are seeking a proficient Accountant to join our dynamic team at our Head Office on Lagos Island, Lagos.

## **Job Description**

We are seeking a skilled and detail-oriented Accountant with strong office management and administrative expertise to join our team. The ideal candidate will play a dual role, managing financial operations while overseeing the administrative functions of the office to ensure efficient daily operations.

## **Key Responsibilities**

### **Accounting Duties:**

1. Manage all financial transactions, including accounts payable and receivable, payroll, and reconciliations.
2. Prepare accurate financial reports, budgets, and forecasts.
3. Ensure compliance with financial regulations and tax laws.
4. Monitor cash flow and maintain proper financial records.
5. Liaise with external auditors and tax consultants.

## **Office Management and Administration:**

1. Oversee the day-to-day administrative functions of the office.
2. Coordinate office supplies, maintenance, and equipment procurement.
3. Manage office schedules, meetings, and travel arrangements for staff.
4. Implement and maintain effective office policies and procedures.
5. Supervise administrative staff and ensure seamless office operations.

## **Job Evaluation**

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.
- Professional certification (e.g., ICAN, ACCA) is an added advantage.
- Proven experience in accounting and office management.
- Proficiency in accounting software and Microsoft Office Suite.
- Strong organizational, communication, and interpersonal skills.
- Ability to multitask, prioritize, and meet deadlines.

## **HOW TO APPLY**

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