

VACANCY FOR THE POST OF A SENIOR ESTATE SURVEYOR IN LAGOS ISLAND

Recruitment Manager: Globalclique HR

Job Title: Senior Estate Surveyor

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 Senior Estate Surveyor to join our dynamic team at our Head Office on Lagos Island, Lagos.

Job Description

We are seeking a highly skilled and experienced Senior 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

Estate Surveying and Valuation:

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.

Property and Facility Management:

1. Manage a portfolio of properties, ensuring optimal occupancy and profitability.
2. Coordinate maintenance, repairs, and upgrades for managed properties.
3. Negotiate and administer contracts with tenants, contractors, and service providers.

Team Leadership and Mentorship:

1. Supervise and mentor junior estate surveyors and administrative staff.
2. Delegate tasks, monitor performance, and provide constructive feedback.
3. Lead training sessions and workshops to enhance team capabilities.

Client Relationship Management:

1. Build and maintain strong relationships with clients, ensuring satisfaction and trust.
2. Address client inquiries and resolve issues promptly and professionally.
3. 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 5-7 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
- Use the job title as the subject of the mail.
- Only shortlisted candidates will be contacted.

Vacancy for Real Estate Support Executive in Victoria Island, Lagos

Title: Real Estate Support Executive

Job Location: Victoria Island, Lagos

Position Type: Full-time

Work Hours: 8:00 AM – 5:00 PM

Salary Budget: N150K – N200K – Competitive, based on experience

Position Summary:

We are hiring a proactive and organized Real Estate Support Executive to join our dynamic team in Victoria Island, Lagos. The ideal candidate will provide administrative, operational, and strategic support to our estate surveyors and property management team. The prospective staff will play a vital role in enhancing our business operations and client satisfaction.

Key Responsibilities:

- Provide administrative support to our surveyors and property managers,
- Handle client inquiries via phone, email, and in person, ensuring timely and professional responses.
- Coordinate property viewings and meetings, maintaining accurate schedules and calendars.

- Assist with the creation and management of property listings across online platforms and internal databases.
- Implement marketing strategies to promote available properties, including managing social media accounts and developing promotional materials.
- Conduct market research and provide relevant data on trends, properties, and competitors to assist the team in making informed decisions.
- Coordinate real estate transactions by liaising with stakeholders (e.g., lawyers, inspectors, clients, etc.) and tracking progress.
- Maintain accurate records of transactions, client communications, and property details in property management systems.
- Support general office tasks, including filing, correspondence, and preparation of reports.

Qualifications:

- HND / Bachelor's degree in Business Administration, Real Estate, or related fields (preferred) or relevant industry experience.
- Minimum of 1 years of experience in a similar role in the real estate sector.
- Strong organizational and multitasking skills with attention to detail.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with clients and team members.
- Proficiency in using real estate marketing tools /software .
- Knowledge of real estate processes, terminology, and documentation.
- Ability to work independently and manage competing priorities effectively.

Benefits

- Competitive salary with performance-based incentives.
- Opportunities for career growth and professional development.
- Collaborative and dynamic work environment.
- A chance to shape the future of real estate marketplace in Lagos.

How to Apply

Interested candidates should forward their resumes to hr@globalclique.net with the subject line: Real Estate Support Executive Application.

We are an equal opportunity employer and are committed to fostering an inclusive workplace for all employees.

Vacancy for Real Estate Sales and Marketing Personnel.

Recruitment Manager: Globalclique HR

Job Vacancy: Real Estate Sales and Marketing Personnel

Location: Gwagwalada, Abuja

Position: Full-time

Job Description:

We are looking for an enthusiastic and results-driven Real Estate Sales and Marketing Personnel to join our dynamic team in Gwagwalada, Abuja. The ideal candidate will be responsible for promoting and selling real estate properties, developing marketing strategies, and ensuring customer satisfaction throughout the sales process.

Requirements:

Minimum of an OND/HND/Bachelor's degree in Marketing, Business Administration, or a related field.

Proven experience in sales or marketing, preferably in the real estate industry.

Strong communication and interpersonal skills.

Proficiency in using CRM tools and digital marketing platforms.

Ability to work independently and as part of a team.

Minimum of 2 years in real estate sales or marketing, with a proven track record in closing deals.

Strong communication and interpersonal skills.

Excellent negotiation and sales skills.

Proficiency in digital marketing tools (social media platforms, email campaigns, etc.).

Knowledge of the real estate market in Abuja and surrounding areas.

Ability to multitask and meet deadlines.

A self-starter with a passion for sales and marketing.

Strong work ethic, professional appearance, and demeanour.

Ability to work independently and as part of a team.

Customer-focused with a commitment to service excellence.

Job Responsibilities:

Sales Management:

Promote and sell residential and commercial properties.

Generate leads and follow up with prospective clients to close sales.

Conduct property tours for clients and provide detailed information on features and benefits.

Marketing:

Develop and implement marketing strategies to attract new clients.

Manage online and offline marketing campaigns, including social media, flyers, and email marketing.

Collaborate with the marketing team to create compelling

property listings.

Customer Relationship Management:

Build and maintain long-term relationships with clients.

Act as a point of contact for inquiries and provide professional advice to clients.

Address client concerns and ensure satisfaction throughout the transaction process.

Market Research:

Monitor market trends and competitor activities to identify opportunities.

Provide regular feedback and insights to management to inform business strategy.

Administrative Duties:

Prepare contracts and documentation for property sales.

Maintain accurate and up-to-date client records.

Application Process:

Interested candidates should submit their CV and a cover letter detailing their experience to hr@globalclique.net

Join our team and take the next step in your sales and marketing career in a vibrant and fast-growing industry.

Vacancy for Human Resource Manager in Ikeja, Lagos State.

Recruitment Manager: Globalclique HR

Job Vacancy: Human Resource Manager

Location: Ikeja, Lagos

Position: Full-time

Job Description:

We are seeking an experienced and proactive Human Resources Manager to oversee all aspects of human resource practices and processes. The ideal candidate will be responsible for managing the HR department, developing HR strategies, and ensuring the effective implementation of policies that enhance workplace productivity and employee satisfaction.

Requirements:

HND/ Bachelor's /Master's degree in Human Resource Management, Business Administration, or a related field. A Master's degree or relevant HR certification (e.g., CIPM, SHRM, or HRCI) is an advantage.

Minimum of 5 years of experience in a human resource management role, preferably in a managerial capacity. Strong knowledge of Nigerian labour laws and HR best practices.

Excellent leadership, interpersonal, and communication skills. Proficiency in HR software and Microsoft Office Suite.

Problem-solving and conflict-resolution skills.

Ability to handle sensitive information with confidentiality.

High level of professionalism and integrity.

Strong organizational skills and attention to detail.

Strategic thinker with a proactive attitude.

Job Responsibilities:

HR Strategy: Develop and implement HR strategies aligned with the organization's goals.

Recruitment: Oversee the recruitment, selection, and onboarding processes to attract and retain top talent.

Employee Relations: Foster a positive workplace culture, address employee grievances, and mediate conflicts.

Performance Management: Design and implement performance appraisal systems and provide coaching for staff improvement.

Compliance: Ensure compliance with labour laws, company

policies, and industry regulations.

Training and Development: Identify training needs, design programs, and organize workshops to enhance employee skills.

Payroll and Benefits: Manage payroll processes and oversee employee compensation and benefits.

HR Data Management: Maintain accurate employee records and HR metrics to support decision-making.

Policy Development: Develop, update, and enforce company policies and procedures.

Workforce Planning: Forecast workforce needs and create strategies for organizational development.

Benefits:

Competitive salary and performance-based bonuses.

Health insurance and other benefits.

Opportunities for professional growth and development.

How to Apply:

Interested and qualified candidates should send their CV and a cover letter to hr@globalclique.net

Please include “Human Resource Manager – Ikeja” in the subject line of the email.

Vacancy for Customer Service Representative in Ilupeju.

Job Title: Customer Service Representative

Location: Ilupeju, Lagos

Employment Type: Full-time

About The Role:

As a Customer Service Representative, you will be the first point of contact for our customers, assisting them with bookings, travel inquiries, itinerary changes, and resolving any travel-related issues.

This role requires a customer-focused approach, excellent communication skills, and the ability to handle customer concerns with patience and efficiency.

Responsibilities:

Assist customers via phone, email, and chat regarding travel inquiries, bookings, cancellations, and modifications.

Provide clear, accurate, and friendly responses to all customer inquiries, ensuring a high level of satisfaction.

Requirements:

OND qualification

Minimum of 1 year of experience in customer service, preferably in the travel, hospitality, or tourism industry.

Strong communication skills, both verbal and written, with attention to detail.

Ability to remain calm and efficient under pressure while managing multiple inquiries.

Passion for travel and commitment to delivering exceptional service to travellers.

The job location is Ilupeju Lagos State, proximity to the job location is a mandatory requirement.

Salary

N100,000 monthly.

How to Apply: Interested and qualified candidates should send their CVs to: blaizehrconsulting@gmail.com using the Job Title as the subject of the mail.

The Benefits of Using the Internet Effectively for Job Searching in the Gen Z Era.

In today's digital age, the internet has revolutionized how people find jobs, making it an essential tool for Generation Z (those born between 1997 and 2012). For a tech-savvy generation that has grown up with smartphones, social media, and instant access to information, the internet offers unparalleled opportunities when used effectively in the job search process. Here's why and how Gen Z can maximize its benefits:

1. Access to a Wide Range of Opportunities

The Internet opens the door to global job markets, allowing candidates to explore opportunities beyond geographical limitations. From remote work options to international internships, platforms like LinkedIn, Indeed, and Glassdoor list diverse job roles, industries, and companies. This broad access ensures that Gen Z candidates can find positions that align with their interests, skills, and career aspirations.

Tip: Use job search filters for industry, location, salary range, and remote work preferences to narrow down the options.

2. Learning About Employers and Workplace Culture:

Today, job hunting is not just about securing employment—it's about finding a workplace where one can thrive. The internet allows candidates to research companies extensively. Websites, employee reviews, and platforms like Glassdoor provide insights into organizational culture, work-life balance, and employee experiences.

Tip: Leverage company social media profiles and reviews to align your values with the potential employer's ethos.

3. Building and Showcasing Personal Branding:

Gen Z understands the importance of creating a digital footprint. The internet offers tools to showcase personal branding through professional platforms like LinkedIn, online portfolios, and even creative social media accounts. A well-curated digital presence can attract recruiters and help candidates stand out.

Tip: Update your LinkedIn profile with professional achievements, connect with industry leaders, and share content relevant to your field.

4. Networking Made Easy

Networking has shifted from physical meet-ups to virtual interactions, thanks to the internet. Social platforms and professional forums allow Gen Z candidates to connect with industry experts, join communities, and attend webinars or virtual job fairs, broadening their professional circles.

Tip: Be active in LinkedIn groups, participate in Twitter industry threads, and join relevant forums to build valuable connections.

5. Upskilling and Preparing for Job Roles

The internet is a treasure trove of resources for learning and self-improvement. Free and paid courses, webinars, tutorials, and certifications on platforms like Coursera, Udemy, and Skillshare help candidates gain industry-relevant skills and stand out in competitive job markets.

Tip: Highlight certifications or online course completions on your resume to demonstrate proactive learning.

6. Access to AI Tools for Resume and Interview Prep

AI-powered tools are transforming the way job seekers prepare for applications and interviews. Resume-building platforms,

mock interview simulators, and job-matching algorithms help streamline the process for Gen Z candidates.

Tip: Use AI tools like Grammarly for error-free resumes and mock interview platforms to improve your confidence.

7. Cost and Time Efficiency

Unlike traditional job-hunting methods that required physical visits or newspapers, the internet offers a cost-effective and time-saving solution. Gen Z candidates can apply for multiple roles with just a few clicks and track their applications in real-time.

Tip: Keep a spreadsheet to track application deadlines and interview schedules to stay organized.

8. Stay Updated on Industry Trends

Staying informed about the latest trends and demands in various industries is crucial for career growth. The internet provides constant updates through blogs, forums, and industry news platforms.

Tip: Subscribe to newsletters or follow industry leaders to stay ahead of the curve.

Final Thoughts:

When used effectively, the internet empowers Gen Z job seekers to explore limitless career opportunities, build meaningful professional relationships, and continually grow their skill sets. However, it's important to exercise caution and avoid pitfalls like misinformation or scams. By combining strategic internet use with their inherent tech-savviness, Gen Z candidates can position themselves for success in the modern job market.

Embrace the power of the internet, but remember: it's not just about working hard; it's about working smart.

The Dangers of Including Personal Details on Your Resume: A Critical Perspective.

In today's competitive job market, crafting a strong and professional resume is crucial for landing your dream job. However, the inclusion of certain personal details such as pictures, state of origin, date of birth, and religion can be more harmful than helpful. Here's why including such information can negatively impact your chances of success and pose risks to your personal security.

1. Risk of Discrimination:

Including personal information like your state of origin, date of birth, and religion exposes you to potential bias.

State of Origin: Employers might unconsciously stereotype candidates based on their state of origin, believing they may not "fit in" with the company culture or regional dynamics.

Religion: Revealing your religion can inadvertently create biases, especially in workplaces with differing beliefs or values.

Date of Birth: Age discrimination is another risk. Employers might filter out candidates based on assumptions about energy levels or adaptability, even if you're highly qualified.

Employers are legally obligated in many regions to avoid discrimination, but unconscious bias can still play a role when reviewing resumes with such details.

2. Breach of Privacy and Security Risks:

Providing a picture, date of birth, or other sensitive details can make you vulnerable to identity theft and other privacy breaches.

Pictures: A photo can be misused for fraudulent purposes or even targeted harassment online.

Date of Birth: Coupled with other public data, your birth date can be exploited by hackers to access sensitive accounts.

State of Origin or Religion: In certain socio-political climates, sharing this information can make you a target for prejudice or victimization.

With cybercrime on the rise, it's safer to avoid sharing unnecessary personal details on documents that could circulate widely.

3. Irrelevant Information Clouds Your Qualifications:

Your resume is meant to showcase your skills, experience, and suitability for the job. Personal details like religion or state of origin detract from the focus on your professional qualifications.

Employers are generally more interested in what you bring to the table than in personal information that doesn't affect your ability to perform the job. Including irrelevant details might make your resume appear outdated or unprofessional.

4. It Violates Modern Hiring Standards:

Progressive organizations often use Applicant Tracking Systems (ATS) to filter resumes. These systems are programmed to look for relevant skills and experience, not personal information. Including unnecessary details might confuse the system or make your resume non-compliant with standard formats.

Moreover, modern hiring practices emphasize diversity and inclusion. Providing details like religion or state of origin

might inadvertently signal that you're unaware of current professional standards.

5. Legal Implications for Employers:

In some countries, it's illegal for employers to request information like religion, ethnicity, or age during the hiring process. If you voluntarily include such details, it could put the employer in a difficult position, raising questions about fairness and compliance with labour laws.

What to Include Instead:

To keep your resume professional and focused, include only the following:

Contact Information: Name, phone number, professional email address, and location (optional).

Professional Summary: A brief overview of your skills and career goals.

Work Experience: Highlight your achievements and responsibilities in past roles.

Education: Include your highest qualifications and certifications.

Skills: List relevant technical and soft skills that align with the job.

Conclusion:

While it may seem harmless to include personal details like your picture, state of origin, date of birth, or religion on your resume, doing so can lead to discrimination, security risks, and a lack of focus on your professional qualifications. By sticking to essential and job-relevant information, you can create a clean, professional resume that emphasizes your skills and experience, while safeguarding your privacy.

Vacancy for Office Assistant in Ilupeju, Lagos State.

Recruitment Company: Globalclique HR

Job Title: Office Assistant

Location: Ilupeju, Lagos State

Job Type: Full-Time

Salary: #100,000 – #150,000

Are you a passionate, detail-oriented individual looking to start a career in accounting? We are hiring an Entry-Level Accountant to join our growing team. If you are ready to develop your accounting skills in a supportive and professional environment, this opportunity is for you.

Requirements:

Ability to work with basic accounting tools and software.

Proficiency in Microsoft Office applications, especially Excel.

Good numerical skills with a strong attention to detail.

Strong analytical and problem-solving abilities.

Good communication and interpersonal skills.

Willingness to learn and adapt to a fast-paced work environment.

Ability to work independently and as part of a team.

Key Responsibilities:

Assisting in the preparation of financial statements and management reports.

Maintaining accurate and up-to-date financial records.

Recording and reconciling financial transactions, including invoices and payments.

Assisting in accounts payable and receivable management.
Preparing bank reconciliation statements and assisting in budget tracking.
Supporting tax and compliance processes by maintaining proper documentation.
Ensuring compliance with financial policies and procedures.
Collaborating with other departments to resolve discrepancies or provide financial insights.
Handling administrative tasks related to the accounting department.

Job Qualifications:

Minimum of National Certificate in Education (NCE) or Ordinary National Diploma (OND) in Accounting, Finance, Business Administration, or a related field.

No prior work experience is required, but internships or accounting-related projects will be an added advantage.

Send your CV and cover letter to hr@globalclique.net with the subject line Application for Entry-Level Accountant Position.

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We look forward to welcoming you to our team.

Vacancy for Entry-Level Site Manager/Engineer.

Recruitment Company: Globalclique HR

Job Vacancy: Entry-Level Site Manager/Engineer

Location: Wuye, Abuja

Job Type: Full-Time

Job Description:

□

We are seeking a motivated and detail-oriented Entry-Level Site Manager/Engineer to join our dynamic team in Wuye, Abuja. The successful candidate will oversee on-site construction activities, ensure projects meet specifications, and assist in maintaining a safe and efficient working environment.

Requirements:

- Ability to read and interpret technical drawings and specifications.
- Strong problem-solving skills and attention to detail.
- Basic knowledge of construction processes, materials, and health & safety standards.
- Good communication and interpersonal skills.
- Proficiency in using Microsoft Office Suite and other relevant software.
- Willingness to learn and grow within the company.
- Ability to work under pressure and meet deadlines.

Job Responsibilities:

- Supervise and coordinate on-site construction activities.
- Monitor project progress and ensure timelines are adhered to.
- Ensure compliance with building codes, safety regulations, and quality standards.
- Assist in preparing site reports, schedules, and other necessary documentation.
- Liaise with subcontractors, architects, and other stakeholders to ensure project success.
- Inspect materials and workmanship to ensure they meet project specifications.
- Identify and resolve any issues that arise during construction.
- Support senior management with administrative tasks related to project management.

Job Qualifications:

HND/Bachelor's degree in Civil Engineering, Building Technology, Construction Management, or related field. NYSC completion or exemption certificate.

Relevant work experience (e.g., internship or industrial training) is an advantage but not mandatory.

Professional certification is a plus.

How to Apply:

Interested candidates should send their CV and cover letter to hr@globalclique.net with the subject line "Entry-Level Site Manager/Engineer Application – Wuye"

Join us to build a solid foundation for your career while contributing to the growth of our organization.

Entry-Level Accountant/Bookkeeping Personnel.

Recruitment Company: Globalclique HR

Job Vacancy: Entry-Level Accountant/Bookkeeping Personnel

Location: Wuye, Abuja

Job Type: Full-Time

Work Hours: 8:00 AM – 5:00 PM

Salary: #80,000

Years of Working Experience: Entry Level

□

Job Description:

We are seeking a detail-oriented and organized Entry-Level Accountant/Bookkeeping Personnel to join our team in Wuye,

Abuja. The ideal candidate will support the finance department in maintaining accurate financial records, ensuring compliance with company policies, and facilitating seamless financial operations.

Requirements:

Strong numerical skills and attention to detail.

Proficiency in Microsoft Office Suite, especially Excel.

Familiarity with basic accounting software is an added advantage.

Good organizational and time-management skills.

Ability to work independently and as part of a team.

Strong written and verbal communication skills.

Job Responsibilities:

Record and maintain financial transactions in an organized manner.

Prepare invoices, receipts, and payment vouchers.

Perform bank reconciliations and monitor cash flow.

Assist in the preparation of financial reports and statements.

Maintain and update accounting records and files.

Process payroll and handle employee expense claims.

Support in budgeting and financial planning activities.

Ensure compliance with financial regulations and company policies.

Provide general administrative support to the finance team.

Job Qualifications:

Minimum of NCE or OND in Accounting, Finance, Business Administration or a related field.

Previous experience in a similar role (internship or entry-level) is a plus but not required.

How to Apply:

Interested and qualified candidates should submit their CVs and a cover letter to hr@globalclique.net with the subject line: Application for Accountant/Bookkeeping Position Wuye

Abuja.

Take the first step toward building your accounting career by joining a dynamic team committed to excellence.