

Vacancy: Personal Assistant to the CEO – Ikoyi, Lagos

About the Company:

We are a diversified transportation conglomerate with operations spanning logistics, haulage, fleet management, and passenger transport solutions. With a strong footprint across Nigeria and a reputation for operational excellence, the company is committed to innovation, efficiency, and superior service delivery in the transportation sector.

Job Summary:

We are seeking a highly organized and proactive **Personal Assistant** to provide executive support to the CEO of a leading transportation conglomerate. The successful candidate will be responsible for managing schedules, coordinating meetings, preparing documents, and handling confidential matters with discretion while ensuring smooth daily operations at the executive level.

Responsibilities:

- Provide high-level administrative and executive support to the CEO.
- Manage calendars, appointments, meetings, and travel arrangements.
- Draft, review, and manage correspondence, reports, and presentations.
- Liaise with internal teams, business partners, and external stakeholders on behalf of the CEO.
- Handle confidential information with the highest level of professionalism and discretion.
- Ensure timely reminders, task follow-ups, and effective workflow management.
- Support the CEO in project coordination and business research as required.

- Maintain efficient filing systems and documentation management.

Requirements:

- HND / B.Sc. in Business Administration, Secretarial Studies, or a related field.
- Minimum of 3–5 years' experience as a Personal Assistant, Executive Assistant, or in a similar role.
- Excellent communication, writing, and interpersonal skills.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and digital collaboration tools.
- Strong organizational and multitasking skills with keen attention to detail.
- High level of discretion, integrity, and professionalism in handling sensitive information.
- Ability to work under pressure, meet deadlines, and adapt to a fast-paced executive environment.
- Proactive, resourceful, and confident with problem-solving skills.

Benefits:

- Competitive salary package.
- Opportunity to work closely with the CEO of a leading transportation conglomerate.
- Career development and exposure to high-level corporate strategy.
- Professional and dynamic work environment.

How to Apply:

Interested and qualified candidates should send their CVs to hr@globalclique.net using “*Personal Assistant in Ikoyi*” as the subject of the email.

Vacancy: Admin / HR Officer – Lagos

About the Organization:

Our firm is a professional body committed to advancing the practice of estate surveying and valuation. The institution promotes ethical standards, professional development, and knowledge sharing within the real estate industry while ensuring value-driven contributions to the Nigerian economy.

Job Summary:

We are hiring an **Admin / HR Officer** to manage administrative operations, coordinate human resource functions, ensure compliance with organizational policies, and support staff welfare and development.

Responsibilities:

- Manage day-to-day administrative operations.
- Coordinate recruitment, onboarding, and employee records.
- Implement HR policies, procedures, and best practices.
- Oversee staff performance management and appraisal systems.
- Handle staff welfare, training, and development programs.
- Maintain compliance with labor laws and organizational policies.
- Prepare HR and administrative reports for management.

Requirements:

- B.Sc./HND in Business Administration, Human Resource

Management, or related field.

- 1–3 years proven experience in administration or HR.
- Knowledge of HR processes, labor laws, and compliance requirements.
- Excellent communication, interpersonal, and organizational skills.
- Proficiency in Microsoft Office Suite.
- Strong problem-solving and multitasking abilities.
- High level of discretion, integrity, and professionalism.

Benefits:

- Competitive salary.
- Career growth and professional development.
- Exposure to administrative and HR best practices.
- Opportunity to work with a reputable professional institution.

How to Apply:

Interested and qualified candidates should send their CVs to hr@globalclique.net using “*Admin / HR Officer* ” as the subject of the email.

Vacancy: Accountant – Lagos

About the Organization:

Our firm is a professional body committed to advancing the practice of estate surveying and valuation. The institution promotes ethical standards, professional development, and knowledge sharing within the real estate industry while ensuring value-driven contributions to the Nigerian economy.

Job Summary:

We are looking for an **Accountant** to maintain accurate financial records, prepare financial reports, manage budgets, and ensure compliance with financial regulations and procedures.

Responsibilities:

- Maintain accurate and up-to-date financial records.
- Prepare financial statements, budgets, and monthly reports.
- Monitor income, expenditure, and bank reconciliations.
- Ensure compliance with statutory tax laws and financial regulations.
- Support external and internal audits.
- Provide financial advice to management on budgetary control and planning.

Requirements:

- B.Sc./HND in Accounting, Finance, or related discipline.
- 1–3 years relevant accounting experience.
- Knowledge of accounting principles and financial reporting standards.
- Proficiency in accounting software (QuickBooks, Sage, or similar).
- Strong analytical and numerical skills.
- High attention to detail, integrity, and professionalism.
- Good communication and organizational skills.

Benefits:

- Competitive salary.
- Career development and training opportunities.
- Exposure to accounting and financial management in a professional body.
- Stable and supportive work environment.

How to Apply:

Interested and qualified candidates should send their CVs to hr@globalclique.net using “*Accountant in Lagos*” as the subject of the email.

Vacancy: Program Officer – Lagos

About the Organization:

Our firm is a professional body committed to advancing the practice of estate surveying and valuation. The institution promotes ethical standards, professional development, and knowledge sharing within the real estate industry while ensuring value-driven contributions to the Nigerian economy.

Job Summary:

We are seeking a **Program Officer** to plan, coordinate, and oversee the execution of institutional programs and initiatives. The ideal candidate will ensure alignment with strategic objectives while delivering measurable impact and maintaining quality standards.

Responsibilities:

- Assist in planning, organizing, and executing programs and events.
- Coordinate stakeholders, partners, and participants to ensure smooth program delivery.
- Monitor and evaluate program activities and outcomes.
- Prepare progress reports and maintain program documentation.
- Provide support in fundraising, advocacy, and strategic initiatives.
- Ensure all programs comply with institutional standards

and policies.

Requirements:

- HND/ B.Sc in Social Sciences, Management, or related discipline.
- 1-3 years of relevant experience in program coordination or administration.
- Strong organizational and project management skills.
- Excellent communication and report writing ability.
- Proficiency in Microsoft Office Suite.
- Ability to work collaboratively in a team and multitask effectively.

Benefits:

- Competitive salary.
- Professional growth and development opportunities.
- Exposure to program design and stakeholder engagement.
- Opportunity to work in a reputable professional body.

How to Apply:

Interested and qualified candidates should send their CVs to **hr@globalclique.net** using "*Program Officer in Lagos*" as the subject of the email.

Vacancy: Confidential Secretary – Lagos Island

About the Company:

We are a leading firm of Estate Surveyors and Valuers in Nigeria, specializing in property valuation, estate agency, property management, facility management, and real estate consultancy. With a reputation for excellence and integrity,

the firm provides tailored solutions to meet diverse client needs in both the private and public sectors.

Job Summary:

We are looking for a highly organized and discreet **Confidential Secretary** to provide executive-level administrative and secretarial support for a professional services firm.

Responsibilities:

- Manage executive schedules, meetings, and appointments.
- Draft, review, and prepare official documents and reports.
- Handle sensitive and confidential information with discretion.
- Maintain filing systems and safeguard confidential records.
- Liaise with internal and external stakeholders on behalf of executives.
- Provide general administrative and clerical support to management.

Requirements:

- HND / B.Sc. in Secretarial Studies, Business Administration, or related field.
- 3–5 years proven experience as a confidential or executive secretary.
- Excellent communication and interpersonal skills.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook).

- High level of discretion, integrity, and professionalism.
- Strong organizational and multitasking skills.
- Ability to work under pressure and meet deadlines.

Benefits:

- Competitive salary.
- Opportunity to work with senior executives.
- Professional development and learning opportunities.
- Stable and reputable work environment.

How to Apply:

Interested and qualified candidates should send their CVs to hr@globalclique.net using “*Confidential Secretary in Lagos Island*” as the subject of the email.

Vacancy: Facility Manager – Victoria Island

About the Company:

We are a leading firm of Estate Surveyors and Valuers in Nigeria, specializing in property valuation, estate agency, property management, facility management, and real estate consultancy. With a reputation for excellence and integrity, the firm provides tailored solutions to meet diverse client needs in both the private and public sectors.

Job Summary:

We are seeking a competent **Facility Manager** to manage and maintain properties and infrastructure for a dynamic real estate and consultancy firm. The ideal candidate will ensure smooth operations, safety compliance, and cost-effective management of facilities.

Responsibilities:

- Supervise maintenance of buildings, equipment, and infrastructure.
- Manage facility services such as security, cleaning, utilities, and waste disposal.
- Develop and implement preventive maintenance schedules.
- Negotiate and oversee service contracts with vendors.
- Monitor budgets and ensure cost efficiency in facility operations.
- Ensure compliance with health, safety, and environmental standards.
- Prepare facility management reports and recommendations.

Requirements:

- HND / B.Sc. in Estate Management, Engineering, Facilities Management, or related field.
- 3–6 years of proven experience in facility management.
- Knowledge of building systems, mechanical/electrical operations.
- Strong project management and vendor management skills.
- Proficiency in MS Office and facility management software.
- Excellent organizational and problem-solving abilities.
- Ability to manage multiple sites and work under pressure.
- Strong leadership and interpersonal skills.

Benefits:

- Competitive salary package.
- Opportunity to work with diverse property portfolios.

- Professional development and career progression.
- Stable and supportive work environment.

How to Apply:

Interested and qualified candidates should send their CVs to hr@globalclique.net using “*Facility Manager in Lagos Island*” as the subject of the email.

Vacancy: Accountant / Admin Manager – Lagos Island

About the Company:

We are a leading firm of Estate Surveyors and Valuers in Nigeria, specializing in property valuation, estate agency, property management, facility management, and real estate consultancy. With a reputation for excellence and integrity, the firm provides tailored solutions to meet diverse client needs in both the private and public sectors.

Job Summary:

We are recruiting an **Accountant / Admin Manager** to oversee financial operations, ensure compliance with statutory regulations, and coordinate administrative processes for a well-established professional services firm.

Responsibilities:

- Manage and maintain accurate financial records and accounts.
- Prepare financial statements, budgets, and management

reports.

- Ensure compliance with tax laws and statutory requirements.
- Handle payroll processing, invoicing, and reconciliations.
- Develop and implement effective financial controls.
- Oversee general office administration and staff supervision.
- Coordinate procurement, logistics, and office resources.

Requirements:

- HND / B.Sc. in Accounting, Finance, or related discipline.
- ACA/ACCA certification is an added advantage.
- 5–8 years relevant experience in accounting and administration.
- Proficiency in accounting software (QuickBooks, Sage, Excel).
- Strong knowledge of Nigerian tax laws and regulatory compliance.
- Excellent organizational, leadership, and multitasking skills.
- Strong communication and interpersonal abilities.
- High attention to detail and integrity in financial reporting.

Benefits:

- Attractive and competitive remuneration.
- Professional growth and career advancement opportunities.
- Supportive and structured work environment.
- Opportunity to work in a reputable consulting firm.

How to Apply:

Interested and qualified candidates should send their CVs to hr@globalclique.net using “*Accountant / Admin Manager in Lagos Island*” as the subject of the email.

Vacancy: Estate Surveyor – Lagos Island

About the Company:

We are a leading firm of Estate Surveyors and Valuers in Nigeria, specializing in property valuation, estate agency, property management, facility management, and real estate consultancy. With a reputation for excellence and integrity, the firm provides tailored solutions to meet diverse client needs in both the private and public sectors.

Job Summary:

We are seeking a highly skilled **Estate Surveyor** to join a reputable real estate and valuation practice. The successful candidate will be responsible for property valuation, leasing, management, and professional advisory services while ensuring high standards of service delivery.

Responsibilities:

- Conduct property inspections, valuations, and feasibility studies.
- Manage client portfolios including property leasing,

sales, and acquisitions.

- Prepare accurate valuation reports and property documentation.
- Liaise with clients, property owners, and regulatory authorities.
- Provide expert advice on property market trends and investment opportunities.

Requirements:

- HND / B.Sc. in Estate Management or related field.
- Membership of NIESV/ESVARBON is mandatory.
- Minimum of 7 years post-NYSC experience in property valuation and real estate management.
- Excellent knowledge of property laws, market dynamics, and investment analysis.
- Proficiency in MS Office (Word, Excel, PowerPoint) and valuation software/tools.
- Strong negotiation, marketing, and client relationship management skills.
- High attention to detail with strong report writing ability.
- Ability to work independently and as part of a team under tight deadlines.
- Integrity, professionalism, and strong ethical standards.

Benefits:

- Competitive salary package.
- Career growth and professional development opportunities.
- Exposure to high-value property portfolios.
- Opportunity to work with a reputable and established firm.

How to Apply:

Interested and qualified candidates should send their CVs to hr@globalclique.net using “*Estate Surveyor in Lagos Island*” as the subject of the email.

Job Vacancy: Estate Surveyor – Oniru Estate, Victoria Island Extension, Lagos

About the Company

Our Company is a reputable firm of Estate Surveyors and Valuers, committed to delivering excellence in property valuation, estate management, agency, and real estate advisory services. With a client base spanning residential, commercial, and high-value real estate markets, we uphold professionalism, integrity, and innovation in all our engagements.

Job Brief

We are looking for a competent and motivated Estate Surveyor to join our team in Oniru Estate, Victoria Island Extension. The ideal candidate will be responsible for valuations, property management, agency, inspections, client relations, and advisory services, while ensuring compliance with professional standards and company objectives.

This is an excellent opportunity for a professional surveyor with strong analytical and interpersonal skills to thrive in a fast-paced, high-value property environment.

Key Responsibilities

- Conduct property valuation and prepare accurate valuation reports in line with industry standards.
- Manage residential and commercial properties within the portfolio, ensuring tenant satisfaction and profitability.
- Market and lease properties, including handling inspections, negotiations, and closing deals.
- Maintain strong client relationships by providing professional advice on real estate investments and market trends.
- Ensure compliance with regulatory requirements and professional codes of practice.
- Prepare and submit timely management, agency, and valuation reports.
- Support the Principal Partner/Managing Surveyor in day-to-day operations.

Requirements

- B.Sc. / HND in Estate Management from a recognized institution.
- Membership of NIESV and registration with ESVARBON (or in advanced stages of registration) is highly desirable.
- 2–4 years' proven post-NYSC experience in estate surveying and valuation.
- Strong knowledge of Lagos property market, especially Victoria Island and Lekki axis.
- Excellent communication, negotiation, and client management skills.
- Proficiency in Microsoft Office Suite and property management software.

- Ability to work independently and meet deadlines.

Compensation & Benefits

- Competitive salary package.
- Performance-based incentives.
- Professional growth and training opportunities.
- Exposure to prime property markets in Lagos.

How to Apply

Interested and qualified candidates should send their CV to: hr@globalclique.net with the Subject Line: "Estate Surveyor in Oniru Estate, Lagos"

Job Vacancy: Content Creator & Digital Marketer – Lekki, Lagos

About the Company

Our Company is a forward-thinking real estate company dedicated to delivering quality housing solutions and exceptional investment opportunities in Nigeria. With a strong presence in the Lekki and Lagos Island property markets, we are committed to innovation, client satisfaction, and excellence in property development, sales, and marketing.

Job Brief

We are seeking a creative and versatile Content Creator & Digital Marketer to join our marketing team. The ideal candidate will be responsible for creating engaging content, managing our digital platforms, and executing online marketing

campaigns that drive visibility, brand growth, and lead generation.

This role requires a mix of creativity, analytical thinking, and digital marketing expertise to help position our company as a top choice in the real estate sector.

Key Responsibilities

- Develop, plan, and execute content strategies across social media, website, and digital channels.
- Create engaging content including graphics, videos, captions, blog posts, and newsletters to promote real estate products and services.
- Manage and grow the company's social media platforms (Instagram, Facebook, LinkedIn, Twitter, TikTok, YouTube, etc.).
- Run digital ad campaigns (Facebook Ads, Google Ads, Instagram Ads) to generate quality leads.
- Monitor, analyze, and report on digital campaign performance using analytics tools.
- Stay updated on digital trends, social media best practices, and competitor strategies.
- Collaborate with the sales team to align content and campaigns with business objectives.

Requirements

- B.Sc. / HND in Marketing, Mass Communication, Digital Media, or related field.
- 2–3 years' proven experience as a Content Creator, Digital Marketer, or similar role (real estate experience is an advantage).
- Strong skills in content writing, graphic design (Canva, Photoshop, CorelDraw), and video editing (CapCut, Adobe Premiere, etc.).
- Proficiency in managing paid ad campaigns on Facebook, Instagram, Google, and LinkedIn.
- Strong knowledge of SEO, SEM, and social media algorithms.
- Excellent communication and storytelling skills.

- Self-driven, creative, and able to meet deadlines with minimal supervision.

Compensation & Benefits

- Competitive salary package.
- Performance bonuses tied to campaign results and lead conversions.
- Growth opportunities within the real estate marketing space.
- Exposure to high-value property markets in Lagos.

How to Apply

Interested and qualified candidates should send their CV to hr@globalclique.net with the Subject Line: “Content Creator & Digital Marketer”