

# VACANCY FOR SENIOR ECONOMIC RESEARCHER WITH STRONG COMMUNICATION SKILLS IN LAGOS

## Company Overview

We are a forward-thinking organization specializing in delivering high-quality content and creative solutions for the maritime industry. Our expertise lies in crafting compelling narratives, conducting strategic research, and developing insights that help build brands and support informed decision-making within the maritime and related sectors. Innovation, creativity, and precision are at the core of what we do.

## Job Description

We are seeking a highly skilled and motivated Economic Researcher with Strong Communication Skills to join our dynamic team. The ideal candidate will possess a strong analytical mindset, advanced research skills, and the ability to generate actionable insights. This flexible role offers opportunities to work on diverse and impactful projects across various industries, with a primary focus on the maritime sector.

## Key Responsibilities

- Conduct comprehensive research on economic and industry-specific topics, including maritime insurance, market trends, and regulatory developments.
- Collect, clean, and analyze large datasets to identify patterns, correlations, and actionable insights.
- Develop and implement data-driven methodologies to solve complex research questions and business challenges.

- Present research findings through detailed reports, dashboards, and visually engaging presentations.
- Stay updated on the latest research tools, technologies, and best practices in data analytics.
- Collaborate with cross-functional teams to understand project objectives and deliver insights aligned with business needs.

## **Qualifications & Skills**

### **Required Qualifications:**

- HND/BSc in Economics, Social Sciences, or a related field (advanced degree preferred).
- Proven experience as a researcher, preferably in a freelance or consulting capacity.
- In-depth understanding of research methodologies.
- Excellent communication skills, with the ability to present findings to both technical and non-technical audiences.
- Strong organizational and time management skills, capable of managing multiple projects and meeting deadlines.

### **Preferred Skills:**

- Familiarity with qualitative research methods.
- Industry-specific knowledge in maritime, insurance, finance, technology, or marketing.
- Certification in data analytics or related disciplines.

### **What We Offer:**

- Competitive compensation based on project scope and complexity.
- Flexible remote/hybrid work arrangements.
- Opportunities to engage in diverse and impactful research projects.

- Professional growth and learning through collaboration with industry experts.

## How to Apply:

Interested candidates should send their CV, portfolio, and a brief cover letter outlining their experience to [hr@globalclique.net](mailto:hr@globalclique.net) with the subject line "Economic Researcher with Strong Communication Skills (Lagos)."

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# VACANCY FOR DIGITAL CONTENT CREATOR WITH ADMINISTRATIVE SKILLS IN LAGOS, NIGERIA.

**Job Title:** Digital Content Creator with Administrative Skills

**Location:** Lagos, Nigeria

**Employment Type:** Full-time / Part-time

## Job Summary:

We are seeking a creative and detail-oriented **Digital Content Creator with Administrative Skills** to join our team in Lagos. This role combines content creation, social media management, and administrative support to ensure seamless operations and effective online engagement. The ideal candidate should be highly organized, tech-savvy, and have a passion for digital marketing and content strategy.

# **Key Responsibilities:**

## **Content Creation & Social Media Management:**

- Develop, create, and manage engaging digital content, including graphics, videos, blogs, and social media posts.
- Plan and execute content calendars for social media platforms (Instagram, Facebook, Twitter, LinkedIn, TikTok, etc.).
- Monitor trends and leverage them to enhance brand presence and engagement.
- Analyze social media metrics and optimize content for better reach and engagement.
- Manage community interactions, responding to comments, messages, and inquiries professionally.

## **Administrative Support:**

- Handle email correspondence, scheduling, and meeting coordination.
- Assist with document preparation, reports, and presentations.
- Maintain digital files and databases for easy access and organization.
- Support the team in daily administrative tasks and special projects.
- Coordinate logistics for events, collaborations, and content shoots.

## **Qualifications & Skills:**

- Proven experience as a Digital Content Creator, Social Media Manager, or Admin Assistant.
- Excellent Communication Skills -Speaking and Writing.
- Strong proficiency in social media platforms, content management tools, and graphic design software (Canva, Adobe Suite, etc.).

- Excellent communication skills (verbal and written) and attention to detail.
- Highly organized with the ability to multitask and meet deadlines.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
- Basic knowledge of SEO and digital marketing strategies is a plus.

## Preferred Qualities:

- Creative thinker with a proactive approach to problem-solving.
- Ability to work independently and within a team.
- Passion for social media trends and content strategy.
- Strong interpersonal skills and a positive attitude.

## How to Apply:

Interested candidates should send their CV, portfolio, and a brief cover letter outlining their experience to; [hr@globalclique.net](mailto:hr@globalclique.net) with the subject line **"Digital Content Creator Application."**

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# Vacancy for Estate Surveyor in Ikeja, Lagos

## 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 Surveyor** to join our dynamic team.

### **Job Description**

The ideal candidate for the Estate Surveyor role will work collaboratively in the planning, execution, and management, and valuing 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 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 Surveyor," as the subject of the email.
  - Please note that only shortlisted candidates will be contacted.
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# Vacancy for Estate Surveyor in Lekki, Lagos

## 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 Surveyor** to join our dynamic team.

## Job Description

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

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# Vacancy for Estate Surveyor in Victoria Island, Lagos

## 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 Surveyor** to join our dynamic team.

## Job Description

The ideal candidate for the Estate Surveyor role will work collaboratively in the planning, execution, and management, and valuing 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 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](mailto:hr@globalclique.net)**.

- Use the job title, "Estate Officer," as the subject of the email.
- Please note that only shortlisted candidates will be contacted.

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# VACANCY FOR THE POST OF A VALUATION SURVEYOR IN VICTORIA ISLAND, LAGOS, NIGERIA

## 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 Valuation Surveyor to join our dynamic team.*

## Job Description

We are seeking a skilled and experienced Valuation Surveyor to join our team. The ideal candidate will be responsible for conducting property valuations, preparing valuation reports, and providing professional advice on real estate investments.

Membership in the Nigerian Institution of Estate Surveyors and Valuers (NIEVS) is an advantage.

### **Job Responsibilities**

- Conduct property valuations for residential, commercial, and industrial properties.
- Prepare detailed valuation reports in line with industry standards.
- Provide advisory services on property investments, market trends, and risks.
- Analyze property data, including market conditions and comparable sales.
- Ensure compliance with relevant laws, regulations, and professional guidelines.
- Collaborate with clients, legal professionals, and financial institutions.
- Assist in negotiations, acquisitions, and disposals of properties.
- Maintain up-to-date knowledge of property market trends and valuation techniques.

### **Job Requirements**

- HND / Bachelor's degree in Estate Management, Surveying, or a related field.
- Membership in NIEVS is an advantage.
- Minimum of 10 – 20 years+ of experience in estate surveying and valuation.
- Proficiency in modern real estate software and tools.
- Strong communication and report-writing skills.
- Ability to work independently and as part of a team.

### **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 AGENCY SURVEYORS IN LAGOS, NIGERIA

## 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 Agency Surveyor for our real estate brokerage operation to join our dynamic team.*

## Job Description

We are seeking a skilled and proactive Agency Surveyor to join our team. The ideal candidate will be responsible for conducting property inspections, marketing and promoting our properties on different platforms. The role requires excellent market knowledge, communication, marketing skills and sales expertise, and the ability to build strong relationships with clients and stakeholders.

## **Job Responsibilities**

- Conduct property inspection.
- Assist with property sales, leasing, and acquisition negotiations.
- Provide accurate and timely market appraisals.
- Maintain and update property databases and records.
- Prepare detailed reports on property market trends and pricing.
- Liaise with clients, landlords, developers, and legal professionals for potential property transactions.
- Support clients in investment and asset management decisions.
- Identify new business opportunities and develop client relationships.

## **Job Requirements**

- HND / Bachelor's degree in Estate Management, Surveying, or a related field.
- Membership with relevant professional bodies (e.g., RICS, NIESV) is an advantage.
- Proven experience in property surveying, valuation, and agency work.
- Strong understanding of real estate market trends and regulations.
- Excellent negotiation, communication, and interpersonal skills.
- Ability to work independently and within a team.
- Proficiency in real estate marketing and promotion software and MS Office Suite.
- Strong analytical and problem-solving skills.
- A valid driver's license (if required for site visits).

## **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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# **Retail Sales Associate / Customer Service Representative in ikeja**

Job Title: Retail Sales Associate / Customer Service Representative

Location: Ikeja, Lagos

Department: Sales and Business Development

Reports To: Sales Team Lead

## **Job Summary**

The Retail Sales Associate/Customer Service Representative is responsible for providing an exceptional customer experience, assisting customers with product selection, and offering design advice tailored to their interior decoration needs. The role includes achieving sales targets, maintaining the store's appearance, and ensuring customer satisfaction at every stage of the sales process.

## **Key Responsibilities**

### **Sales and Customer Service:**

- Greet and engage customers, offering personalized service and understanding their needs.



- Assist customers in selecting interior decor products such as furniture, lighting, fabrics, wallpapers, accessories, and custom design solutions.
- Provide expert advice on color schemes, design trends, and product compatibility to enhance customer interiors.
- Build strong relationships with clients to foster repeat business and long-term loyalty.
- Meet and exceed sales targets and key performance indicators (KPIs).
- Handle customer inquiries, complaints, and returns in a professional manner.

### **Product Knowledge:**

- Develop and maintain a deep understanding of the company's product range, including materials, finishes, and design concepts.
- Stay up-to-date with industry trends and new product releases.
- Communicate product benefits, features, and options effectively to customers.

### **Store Operations:**

- Ensure the store is clean, well-organized, and visually appealing, in line with the company's merchandising standards.
- Assist in the setup of seasonal displays and promotional activities.
- Maintain stock levels, process shipments, and manage inventory counts.

### **Administrative Tasks:**

- Process sales transactions accurately using the point-of-sale (POS) system.
- Prepare quotes and invoices for custom orders.
- Maintain customer records and follow up on inquiries or special orders.
- Collaborate with other team members and departments to ensure seamless service.

## **Skills and Qualifications**

- Experience: Minimum 1–2 years of retail sales or customer service experience, preferably in interior decor or a related field.
- Education: Minimum of OND
- Skills: Strong communication, interpersonal, and problem-solving skills.
- Technical: Proficiency with POS systems and basic computer skills.
- Passion for interior design, home décor, and styling.
- Ability to work flexible hours, including weekends and holidays.

## **Work Environment**

- Dynamic retail setting with customer interaction.
- May require standing for extended periods and occasional lifting of products.

## **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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# Corporate Sales Team Lead in Ikeja

**Job Title:** Corporate Sales Team Lead

**Department:** Sales and Business Development

**Reports to:** Executive Management

**Location:** Ikeja, Lagos.

## **Job Summary:**

The Corporate Sales Team Lead will be responsible for managing and driving the sales team to achieve revenue targets, building strong relationships with corporate clients, and developing strategies to promote the company's interior decoration products and services. This role requires leadership, strategic planning, and a hands-on approach to ensure business growth in the corporate sector.

## **Key Responsibilities:**

### **1. Sales Strategy & Planning**

- Develop and implement sales strategies to achieve corporate sales targets.
- Identify new business opportunities in the corporate sector.
- Analyze market trends and competitor activity to refine sales strategies.

### **2. Team Management & Leadership**

- Lead, motivate, and manage a team of corporate sales executives.
- Provide coaching, guidance, and performance evaluation for team members.
- Set individual and team performance targets and monitor progress.

### **3. Client Relationship Management**

- Build and maintain long-term relationships with corporate clients.
- Negotiate contracts and close deals with key clients.
- Handle client inquiries and ensure excellent customer

service.

#### 4. Sales Operations & Reporting

- Track and analyze sales performance, providing reports to senior management.
- Ensure the team adheres to the company's sales processes and policies.
- Collaborate with the marketing team to develop promotional strategies.

#### 5. Product Knowledge & Presentation

- Stay updated on the company's product offerings and services.
- Deliver presentations and proposals to potential clients.
- Offer solutions that meet the design and budget requirements of clients.

#### 6. Collaboration & Coordination

- Work closely with the design, procurement, and project management teams to ensure client satisfaction.
- Coordinate with the marketing team for lead generation and brand promotion.

### **Qualifications and Skills:**

- Bachelor's degree in Business Administration, Marketing, or a related field.
- 5+ years of experience in corporate sales, preferably in the interior decoration or related industry.
- Proven experience leading a sales team.
- Strong negotiation and relationship-building skills.
- Excellent communication and presentation skills.
- Goal-oriented and able to work under pressure.
- Proficiency in CRM software and Microsoft Office Suite.

### **Key Performance Indicators (KPIs):**

- Sales target achievement
- Client acquisition and retention rate
- Team performance and growth
- Customer satisfaction score
- Revenue growth from new and existing clients

## 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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# Corporate Sales Associate in Ikeja

Job Title: Corporate Sales Associate

Location: Ikeja, Lagos

Department: Sales and Business Development

Reports to: Sales Team Lead

### **Job Overview:**

The Corporate Sales Associate is responsible for driving revenue growth by identifying, developing, and managing relationships with corporate clients. This role involves understanding client needs, promoting the company's interior decoration products and services, and delivering customized solutions to achieve sales targets.

### **Key Responsibilities:**

#### 1. Business Development & Client Acquisition

- Identify and approach potential corporate clients in industries such as real estate, hospitality, retail, and corporate offices.

- Build and maintain a pipeline of new business opportunities.
- Conduct market research to identify new trends and opportunities.

## 2. Sales & Account Management

- Develop and implement strategic sales plans to achieve sales targets and expand the client base.
- Prepare and deliver compelling sales presentations and product demonstrations.
- Negotiate contracts, pricing, and terms with clients.
- Ensure consistent follow-up and excellent post-sale client support.

## 3. Relationship Management

- Build and maintain strong relationships with corporate clients to ensure repeat business.
- Act as the primary point of contact for client inquiries and issue resolution.

## 4. Product Knowledge & Consultation

- Maintain in-depth knowledge of the company's product offerings, including furniture, fixtures, fabrics, and custom design solutions.
- Provide professional consultation to clients on interior decoration solutions that fit their needs and budgets.

## 5. Collaboration & Reporting

- Collaborate with the design, marketing, and project teams to ensure successful project delivery.
- Prepare and submit regular sales reports, forecasts, and market feedback to management.

## **Requirements:**

- Bachelor's degree in Business, Marketing, Interior Design, or related field.
- Proven experience in B2B sales, preferably in interior decoration, furniture, or related industries.
- Excellent communication, negotiation, and presentation skills.
- Strong organizational and time-management abilities.
- Proficiency in CRM software and Microsoft Office Suite.

**Key Skills:**

- Sales and Business Development
- Client Relationship Management
- Market Analysis and Networking
- Interior Design Knowledge (basic understanding)
- Negotiation and Closing Deals
- Team Collaboration and Communication

**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.