

# Vacancy for Full Stack Developer (Blockchain, Ruby on Rails, React, Next.js) – Remote

**Position:** Full Stack Developer (Blockchain, Ruby on Rails, React, Next.js)

**Location:** Remote

**Employment Type:** Full-Time

## Job Summary

We are seeking a highly skilled and motivated **Full Stack Developer** with expertise in **blockchain technology, Ruby on Rails, React, and Next.js** to join our dynamic team. The ideal candidate will play a key role in designing, developing, and maintaining innovative web applications that integrate blockchain solutions. This is an exciting opportunity to work on cutting-edge projects and contribute to the development of scalable, secure, and user-friendly applications.

## Key Responsibilities

### 1. Blockchain Development:

- Design and implement blockchain-based solutions, including smart contracts and decentralized applications (dApps).
- Integrate blockchain protocols (e.g., Ethereum, Solana) into web applications.
- Ensure the security, scalability, and efficiency of blockchain implementations.

### 2. Back-End Development:

- Develop and maintain server-side logic using **Ruby on Rails**.
- Design and manage databases to ensure efficient

data storage and retrieval.

- Implement RESTful APIs and GraphQL endpoints for seamless integration with front-end systems.

### 3. **Front-End Development:**

- Build responsive, user-friendly interfaces using **React** and **Next.js**.
- Optimize applications for maximum speed, scalability, and cross-browser compatibility.
- Ensure accessibility and a seamless user experience.

### 4. **Full Stack Integration:**

- Collaborate with designers, product managers, and other developers to deliver end-to-end solutions.
- Debug and troubleshoot issues across the entire stack.

### 5. **Testing and Deployment:**

- Write unit and integration tests to ensure code quality and reliability.
- Deploy applications to production environments and monitor performance.

### 6. **Continuous Improvement:**

- Stay updated on emerging technologies and industry trends in blockchain and web development.
- Propose and implement improvements to existing systems and processes.

## **Requirements**

### 1. **Technical Skills:**

- Strong experience with **Ruby on Rails** for back-end development.
- Proficiency in **React** and **Next.js** for front-end development.
- Hands-on experience with **blockchain technology** (e.g., Ethereum, Solana, Hyperledger).
- Familiarity with smart contract development (e.g., Solidity, Rust).

- Knowledge of RESTful APIs, GraphQL, and web sockets.
- Experience with database systems (e.g., PostgreSQL, MySQL).
- Understanding of version control systems (e.g., Git).

## 2. **Soft Skills:**

- Strong problem-solving and analytical skills.
- Excellent communication and teamwork abilities.
- Ability to work independently and manage multiple tasks effectively.

## 3. **Preferred Qualifications:**

- Experience with DevOps tools (e.g., Docker, Kubernetes, CI/CD pipelines).
- Knowledge of cloud platforms (e.g., AWS, Azure, Google Cloud).
- Familiarity with Agile/Scrum methodologies.

## **What We Offer**

- Competitive salary and benefits package.
- Opportunity to work on innovative projects with cutting-edge technologies.
- Flexible working hours and remote work options.
- Professional development and growth opportunities.
- A collaborative and inclusive work environment.

## **How to Apply**

Interested candidates are invited to submit their **resume** and a **cover letter** detailing their relevant experience and why they are the ideal candidate for this role to; [hr@globalclique.net](mailto:hr@globalclique.net), Please use " Full Stack Developer – Remote Role" as email subject.

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# Vacancy for the Post of Operations Manager in Lekki Phase 1

## Position Summary

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

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## Company Profile

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

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

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

## Job Description

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

## Key Responsibilities

## **Gift Processing & Documentation**

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

## **Message Quality Assurance**

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

## **Media Preparation & Quality Control**

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

## **Delivery Coordination**

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

## **Payment Management**

- Confirm and document payment details for delivery personnel.
- Ensure timely payments are processed instantly or within agreed timelines.

## **Qualifications**

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

### Why Join Us?

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

### HOW TO APPLY

- Interested candidate should send their CVs to [hr@globalclique.net](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 Human Resources Personnel in Lekki Phase 1

## Position Summary

- **Job Title:** Vacancy for Human Resources Personnel in Lekki Phase 1

- **Job Location:** Lagos, Nigeria
  - **Reports to:** Managing Director
  - **Position Type:** Full Time
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## **Company Profile**

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

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

## **Job Description**

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

## **Key Responsibilities**

### **Onboarding**

- Facilitate seamless onboarding processes for new hires.

### **Employee Relations**

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

### **Performance Management**

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

### **HR Policies & Compliance**

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

### **Payroll & Benefits Administration**

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

### **Workforce Planning & Development**

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

### **Health, Safety, & Wellbeing**

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

### **Qualifications**

- A degree in Human Resources Management, Business Administration, or a related field.
- Proven experience in an HR role, preferably in retail, luxury goods, or a customer-facing industry.



- Strong interpersonal and communication skills with a high level of emotional intelligence.
- Knowledge of Nigerian labour laws and best HR practices.
- Proficiency in HR software and Microsoft Office tools.
- Ability to multitask, prioritize, and thrive in a fast-paced environment.

### **Why Join Us?**

- Be part of a leading brand that brings joy and beauty to clients across Lagos and beyond.
  - Contribute to our mission of dominating the global market with luxurious flower arrangements and gifts.
  - Work in a dynamic and supportive environment that values creativity, excellence, and innovation.
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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)
  - Use the job title as the subject of the mail.
  - Only shortlisted candidates will be contacted.
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# 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](mailto:hr@globalclique.net)

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

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# **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](mailto:hr@globalclique.net)

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

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# **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](mailto:blaizehrconsulting@gmail.com) using the Job Title as the subject of the mail.

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## **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.

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## **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.

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## **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](mailto: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.