

# **Globalclique HR Job Vacancy: Entry-Level Real Estate Sales and Marketing Personnel**

Recruitment Company: Globalclique HR

Job Vacancy: Entry-Level Real Estate Sales and Marketing Personnel

Locations: Wuye and Gwagwalada, Abuja

Job Type: Full-Time

Work Hours: 8:00 AM – 5:00 PM

Salary: Wuye #70,000 & Gwagwalada #50,000

Years of Working Experience: Entry Level

Commission Package: 5% per every sale and letting transactions concluded directly

No of Personnel: Wuye 3 | Gwagwalada 4

## **Job Description:**

We are looking for enthusiastic and results-driven Entry-Level Real Estate Sales and Marketing Personnel to join our growing team in Wuye and Gwagwalada, Abuja. The successful candidates will be responsible for promoting our properties, closing sales, and building strong relationships with clients to drive business growth.

## **Requirements:**

Strong communication and interpersonal skills.

Passion for sales and marketing with a goal-oriented mindset.

Familiarity with real estate market trends and practices (training will be provided).

Proficiency in Microsoft Office tools and social media marketing.

Ability to work independently and as part of a team.

Excellent negotiation and presentation skills.

Willingness to work in both Wuye and Gwagwalada as needed.

## Key Responsibilities:

Develop and implement effective sales and marketing strategies to attract clients.

Market available properties through digital platforms, social media, and other channels.

Meet with potential clients to understand their property needs and preferences.

Conduct property site inspections and guide clients through the buying process.

Build and maintain strong relationships with new and existing clients.

Achieve and exceed sales targets set by the company.

Prepare and deliver presentations and proposals to potential clients.

Maintain accurate records of client interactions and sales activity.

Monitor market trends and provide feedback to management for strategy optimization.

## Job Qualifications:

Minimum of NCE, OND, HND, BSC in Marketing, Business Administration, Estate Management, or a related field.

Previous experience in sales or marketing (internship or entry-level) is an advantage.

## How to Apply:

Interested and qualified candidates should submit their CVs and a cover letter to [hr@globalclique.net](mailto:hr@globalclique.net) with the subject line: Application for Real Estate Sales and Marketing Position – Wuye/Gwagwalada.

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If you have a passion for real estate and a drive to excel in sales, join our team and help clients find their dream properties.

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# **Real Estate Sales/Marketing Personnel Location: Victoria Island, Lagos State**

Recruitment Manager: Globalclique HR

Job Vacancy: Real Estate Sales/Marketing Personnel

Location: Victoria Island, Lagos State

Employment Type: Full-time

Work Hours: 8:00 AM – 5:00 PM

## **Job Description:**

We are seeking for a proactive and skilled Real Estate Sales/Marketing Personnel to join our team in Victoria Island, Lagos. This role requires an energetic and customer-oriented individual to drive property sales, develop strategic marketing plans, and build lasting relationships with clients. The ideal candidate will be a confident communicator with a strong understanding of the real estate market and a commitment to meeting sales targets.

## **Requirements:**

Exceptional communication and negotiation skills.

Proficiency in Microsoft Office Suite and social media marketing.

Strong customer service skills and attention to detail.

Ability to work independently and manage time effectively.

High level of integrity and professionalism.

## **Job Responsibilities:**

Market and promote available real estate properties to

potential clients.

Schedule and conduct property viewings and open houses for prospective buyers.

Build and maintain a database of clients and leads for property listings.

Develop and execute marketing campaigns, including social media, email marketing, and digital ads.

Act as a liaison between property owners and prospective buyers, handling inquiries and negotiations.

Prepare and deliver sales presentations to clients.

Conduct market research and analysis to stay updated on real estate trends, pricing, and competitor activities.

Assist clients through the purchase process, providing necessary documentation and support.

Meet or exceed sales targets monthly.

#### Job Qualifications:

HND/ Bachelor's/ Master's degree in Marketing, Business Administration, Real Estate, with proven experience in Property Valuation.

Three years of experience in real estate sales or marketing preferred.

Certification or training in real estate sales or marketing is an added advantage.

Familiarity with CRM software is a plus.

If you're a results-oriented sales professional with a passion for real estate, we encourage you to apply. Please send your resume and a cover letter to [hr@globalclique.net](mailto:hr@globalclique.net)

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# Personal Driver in Victoria Island, Lagos State

Recruitment Manager: Globalclique HR

Job Title: Personal Driver in Victoria Island, Lagos State

Job Type: Full-Time

## Job Description:

We are seeking a reliable and experienced Personal Driver to provide safe and efficient transportation for our executive in Victoria Island, Lagos. The ideal candidate will be punctual, courteous, and committed to ensuring a smooth and enjoyable travel experience. This role includes maintaining the vehicle in excellent condition and occasionally assisting with other errands and tasks.

## Requirements:

Valid driver's license with a clean driving record.

Proven experience as a Personal Driver, Chauffeur, or similar role.

Familiarity with GPS and navigation systems, with a strong knowledge of local routes and traffic patterns.

Excellent time management and punctuality.

Ability to maintain confidentiality and discretion.

Strong communication and interpersonal skills.

High school diploma or equivalent.

Physical capability to assist with lifting and carrying as needed.

Professional and well-groomed appearance.

## Job Responsibilities:

Safely drive the executive to and from destinations, including work, meetings, and appointments.

Maintain the cleanliness, organization, and functionality of the vehicle.

Monitor and schedule regular vehicle maintenance to ensure optimal operation.

Plan routes and adapt to changes, avoiding traffic and minimizing delays.

Assist with loading, unloading, and carrying luggage or other personal items.

Maintain confidentiality and respect the executive's privacy always.

Run occasional errands as requested.

If you are a dependable, professional driver with a commitment to service and safety, we encourage you to apply. Please submit your resume and references to [hr@globalclique.net](mailto:hr@globalclique.net)

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# **Executive Assistant with Sound Administrative Skills in Victoria Island.**

Recruitment Manager: Globalclique HR

Job Vacancy: Executive Assistant with Sound Administrative Skills.

Location: Victoria Island, Lagos State

Employment Type: Full-time

Work Hours: 8:00 AM – 5:00 PM

## **Job Description:**

We are seeking an organized and proactive Executive Assistant with excellent administrative skills to support our executive team in Victoria Island, Lagos. The ideal candidate will manage schedules, coordinate meetings, and handle confidential information with the utmost discretion. This role requires a

self-starter with strong communication abilities, exceptional time-management skills, and the capacity to anticipate the needs of the executives.

#### Requirements:

Proven experience as an Executive Assistant, Personal Assistant, or in a similar administrative role.

Excellent organizational and multitasking abilities.

Strong communication skills, both written and verbal.

High level of professionalism and confidentiality.

Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

Ability to prioritize tasks, work under pressure, and meet deadlines.

Strong problem-solving skills and attention to detail.

#### Qualifications:

HND/ Bachelor's/ Master's degree in Business Administration, Management, or a related field.

Five (5) years of experience in an administrative or executive support role.

Experience in event planning, project management, or office administration is an advantage.

Certification in office management or administrative support is a plus.

#### Job Responsibilities:

Provide high-level administrative support to executives, including managing schedules, organizing meetings, and coordinating travel arrangements.

Act as the first point of contact for the executive, handling correspondence, emails, and phone calls with professionalism.

Prepare and edit reports, presentations, and other documents as needed.

Conduct research and compile data to assist with decision-making processes.

Organize and maintain filing systems for both digital and physical documents.

Coordinate and assist in planning corporate events and meetings.

Handle confidential information with integrity and discretion.

Manage office supplies and resources to ensure smooth daily operations.

Liaise with internal teams and external clients on behalf of the executive.

If you are a highly organized professional looking to make a meaningful impact, we would love to hear from you. Please submit your resume and cover letter to [hr@globalclique.net](mailto:hr@globalclique.net)

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# **Estate Surveyor with Valuation Specialty in Victoria Island, Lagos State.**

Recruitment Manager: Globalclique HR

Job Vacancy: Estate Surveyor with Valuation Specialty.

Location: Victoria Island, Lagos State

Employment Type: Full-time

Work Hours: 8:00 AM – 5:00 PM

## **Job Description:**

We are looking for a skilled and detail-oriented Estate Surveyor with a specialization in property valuation to join our team in Victoria Island, Lagos. The role involves conducting property valuations, preparing valuation reports, and advising clients on property market values. The ideal candidate will have extensive knowledge of property market

trends, regulatory requirements, and valuation methodologies.

#### Requirements:

Proven experience in property valuation and estate surveying.  
Strong knowledge of property market trends, valuation techniques, and regulatory guidelines.  
Proficiency in using property valuation software and Microsoft Office Suite.  
Excellent communication, analytical, and report-writing skills.  
Ability to work independently and manage time effectively.  
High level of integrity, professionalism, and attention to detail.

#### Job Responsibilities:

Conduct property inspections and valuations for residential, commercial, and industrial properties.  
Prepare accurate and detailed valuation reports for clients, including market analysis and property assessments.  
Conduct research on property market trends, zoning regulations, and comparable property sales.  
Advise clients on property values, acquisition, sales, and leasing options.  
Assist in managing and maintaining an up-to-date property database.  
Coordinate with real estate agents, financial institutions, and clients as needed.  
Ensure compliance with relevant regulatory and professional standards in all valuation reports.  
Support other estate management activities as required.

#### Job Qualifications:

HND/ Bachelor's/ Master's degree in Estate Management, Surveying, or a related field.  
Minimum of 3 years of experience as an Estate Surveyor with a focus on valuation.

Membership or certification from a recognized professional body (e.g., NIESV) is highly preferred.

If you're an experienced Estate Surveyor with expertise in valuation, we would love to hear from you. Please send your resume and a cover letter to [hr@globalclique.net](mailto:hr@globalclique.net)

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## **Vacancy for Accountant in Lekki Phase 1, Lagos State.**

Job Title: Accountant

Location: Lekki Phase 1, Lagos

Employment Type: Full-time

Job Description:

We're looking for an organized and driven individual to join our growing team as an Accountant.

Our choice candidate will work with our Finance and Accounts team in handling the day-to-day financial operations for the Company.

Duties and Responsibilities:

You will take charge of the finance department:

Perform day-to-day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables and data.

Prepare bills, invoices and bank deposits

Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.

Perform bank reconciliations – the reconciliation of the bank statement against the GL and reconciliation of any assigned clearing accounts.

**Role Qualifications:**

B.Sc Degree in Finance, Accounting or Business Administration  
HR experience is a plus.

ICAN or ACCA certification is a plus

Minimum of 5 years of proven working experience in a finance role

Finance experience in an NGO space or in managing projects is an advantage

Solid understanding of basic accounting principles,  
Proven ability to calculate, post and manage accounting figures and financial records

Data entry skills along with a knack for numbers

Hands-on experience in operating spreadsheets and accounting software (Quickbooks, ERP software or SAGE 50)

Proficiency in English and in MS Office

Customer service orientation and negotiation skills

A high degree of accuracy and attention to detail.

**Salary**

N160,000 – N200,000 Monthly.

**How to Apply:**

Interested and qualified candidates should send their CVs to: [bsrecruitslagos@gmail.com](mailto:bsrecruitslagos@gmail.com) using the Job Title as the subject of the mail.

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# **Inventory/Reconciliation Account Officer in Lekki, Lagos State.**

**Job Title:** Inventory/Reconciliation Accounts Officer

**Location:** Lekki, Lagos

**Employment Type:** Full-time

## **Job Responsibilities:**

Ensure that inventory levels are accurate.

This includes identifying and correcting inventory errors, and recommending inventory levels based on sales forecasts and demand.

Track and manage the company's inventory. This includes maintaining inventory records, conducting physical inventory counts.

Fill in for the Executive Chef in planning and directing food preparation when necessary.

Responsible for analyzing financial and sales records to ensure accuracy and resolve any discrepancies from cash points.

Responsible for reconciling transactions across the general and sub-ledgers with other key account reconciliations such as bank

Statements, inventory control, clearing, billings, etc

## **Qualifications & experience**

HND / B.Sc / OND plus 2 years relevant experience.

**Application Closing Date**

15th November, 2024.

## **How to Apply**

Interested and qualified candidates should send their CVs to:

olayemi.oguntoye-hr@kingfisherafrica.com using the job title as the subject of the mail.

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# **Vacancy for Secretary in Surulere, Lagos State.**

Job Title: Secretary

Location: Surulere, Lagos

Employment Type: Full-time

## **Responsibilities:**

Welcoming visitors and clients.

Answering phone calls.

Responding to emails.

Scheduling meetings.

Preparing conference rooms for meetings.

Making travel arrangements for executives.

Printing and copying documents as needed.

Organizing and distributing messages.

Maintaining company schedules.

Organizing documents and files.

Documenting financial information.

Maintaining and ordering office supplies

## **Requirements:**

Proficiency with Microsoft Office.

Excellent computer literacy.

Excellent interpersonal skills.

Ability to multitask.

Excellent communication skills.

Excellent time management skills.

Prior experience in administration would be advantageous.

Candidates must possess an OND, HND or a B.Sc in secretarial management.

Application Closing Date

31st October, 2024.

**How to Apply**

Interested and qualified candidates should send their CVs to: [bss\\_consulting@yahoo.com](mailto:bss_consulting@yahoo.com) or [info@bss-ng.com](mailto:info@bss-ng.com) using the Job Title as the subject of the email.

**Note:** Preference will be given to those living within surulere and environment.

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## **Sales Executive with Banking / Real Estate Experience**

**Job Title:** Sales Executive with Banking / Real Estate Experience

**Location:** Ikeja, Lagos

**Industry:** Furniture Manufacturing, Interior Design, and Construction

**Salary:** Competitive (Based on experience)

### **About Us:**

We are a leading company in Ikeja, Lagos, specializing in furniture manufacturing, interior design, and construction services. We pride ourselves on delivering innovative, high-quality solutions to our clients. Our company is seeking Sales Executives with a proven track record in high-ticket sales and digital marketing to help grow our business.

# Requirements:

## Customer Engagement:

- Welcome and assist clients with professionalism, ensuring a seamless experience across our furniture, interior design, and construction services.
- Provide in-depth knowledge of products and services, including furniture design, construction projects, and customized solutions.

## Sales Transactions:

- Efficiently handle sales transactions, including cash and credit card payments, while managing the sales register.
- Help clients make informed purchasing decisions based on their design and budget requirements.

## Client Relationship Management:

- Build and maintain strong relationships with clients, particularly in banking, insurance, real estate, and other high-ticket industries.
- Follow up post-sale to ensure client satisfaction and identify opportunities for cross-selling our interior design and construction services.

## Sales Strategy Development:

- Develop and execute sales strategies aimed at exceeding revenue targets.
- Analyze sales data to monitor performance and adjust strategies for improved outcomes.

## Digital Marketing and Business Development:

- Leverage digital marketing strategies (social media, email marketing, SEO) to promote services and attract potential clients.

- Create engaging content for social media platforms and manage online campaigns to increase visibility and boost sales.
- Conduct market research to stay ahead of industry trends and identify new business opportunities.
- Attend industry events to network with potential clients and expand our customer base.

#### Collaboration:

- Work closely with the design and project teams to ensure alignment between client expectations and project execution.
- Assist in implementing promotional campaigns that highlight our furniture, interior design, and construction services.

### **Preferred Qualifications:**

- Minimum of 3 years of experience in high-ticket sales.
- Experience in banking, insurance, real estate, or other high-value sales industries.
- Proficiency in digital marketing (social media management, email campaigns, and SEO).
- Strong negotiation and communication skills with the ability to close high-value deals.
- Excellent leadership, time management, and strategic thinking abilities.
- Ability to analyze sales performance data and adjust strategies to improve results.

### **Why Join Us?**

- Competitive salary with attractive commission potential.
- Opportunities for career advancement in a company offering furniture manufacturing, interior design, and construction services.
- Work in a dynamic and innovative environment that values

- creativity and collaboration.
- Contribute to transformational projects that blend design excellence with functional solutions.

## **How to Apply:**

Interested candidates with relevant experience should send their CV and cover letter to [hr@globalclique.net](mailto:hr@globalclique.net).

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# **HR/Admin Assistant in Ikeja, Lagos State.**

**Job Title:** HR/Admin Assistant

**Location:** Ikeja, Lagos

**Employment Type:** Full-time

### **Responsibilities:**

Assist with recruitment processes, including posting job ads, scheduling interviews, and conducting initial screenings.

Maintain employee records and ensure all HR documents are up-to-date and accurate.

Assist in on-boarding new employees and organizing orientation sessions.

Help with payroll processing and employee benefits administration.

### **Requirements:**

Bachelor's Degree in Human Resources, Business Administration, Psychology, or a related field.

At least 2 years of experience in an HR/ Administrative role.

Strong organizational and time management skills.

Excellent communication and interpersonal skills.

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

Ability to handle sensitive information with confidentiality and professionalism.

Applicants must be eager to learn and develop a career in HR.

**Application Closing Date:**

4th November, 2024

**How to Apply:**

Interested and qualified candidates should send their CVs to: [hireme@swiftconsulting.com.ng](mailto:hireme@swiftconsulting.com.ng) using the Job Title as the subject of the mail.

**Note:** Only qualified candidates will be contacted.