

Job Vacancy: Hr / Admin Manager In Lagos

About the Company

We are a reputable and fast-growing **Real Estate Company** committed to delivering exceptional residential and commercial property solutions across Nigeria. Our operations are built on professionalism, innovation, service excellence, and strong ethical practices.

We are expanding our team and seeking a dedicated HR/Admin professional to support our organizational growth and operational efficiency.

Job Summary

We are seeking a highly competent **HR/Admin Manager** to oversee human resources operations, manage administrative activities, and support the company's strategic workforce objectives.

The ideal candidate is an organized, detail-oriented professional with strong leadership, HR management, and administrative coordination skills. This individual will ensure smooth daily operations, employee productivity, policy compliance, and a positive work environment.

Key Responsibilities

- Develop, review, and implement HR policies, procedures, and best practices.
- Manage full-cycle recruitment: job postings, interviews, onboarding, and documentation.
- Oversee employee welfare, performance appraisal processes, and career development.
- Maintain accurate employee records, HR files, and confidential documentation.
- Ensure compliance with Nigerian labor laws and regulatory HR requirements.

- Handle disciplinary procedures, conflict resolution, and staff engagement initiatives.

Administrative Management

- Oversee office operations, facility management, logistics, and administrative workflows.
- Manage procurement of office supplies, vendor relationships, and service contracts.
- Ensure the workplace remains organized, safe, and conducive for productivity.
- Supervise administrative staff and assign tasks to enhance operational efficiency.
- Coordinate internal communications and support departmental needs.

Reporting & Coordination

- Prepare and present HR and administrative reports to management.
- Support management in strategic planning, budgeting, and workforce analysis.
- Liaise with external partners, government agencies, and service providers when necessary.

Requirements & Qualifications

- B.Sc. or HND in Human Resources, Business Administration, Public Administration, or a related discipline.
- Professional HR certification (CIPM, SHRM, PHRi, etc.) is an added advantage.

Experience

- Minimum of 3–5 years of proven experience in HR and administrative management.
- Experience working in the **real estate industry** is a strong advantage.
- Demonstrated ability to manage people, processes, and

multi-functional teams.

Skills & Competencies

- Strong leadership, communication, and interpersonal skills.
- Excellent knowledge of HR policies, labor laws, and compliance standards.
- Proficiency in MS Office and HR management tools/software.
- Strong problem-solving, organizational, and time-management abilities.
- Ability to work under pressure and manage multiple tasks efficiently.

Salary & Benefits

- Competitive and attractive monthly salary.
- Performance bonuses and growth incentives.
- Health insurance benefits.
- Paid annual leave and statutory benefits.
- Professional development and training opportunities.
- Supportive and growth-oriented work environment.

Application Method

Interested and qualified candidates should send their **CV** to: **hr@globalclique.net** Using the subject line: **“HR/Admin Manager – Lagos”**

Only shortlisted candidates will be contacted.