

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.

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

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

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
 - 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 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

- Use the job title as the subject of the mail.
- Only shortlisted candidates will be contacted.

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
 - Use the job title as the subject of the mail.
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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
- Use the job title as the subject of the mail.
- Only shortlisted candidates will be contacted.

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
- Use the job title as the subject of the mail.
- Only shortlisted candidates will be contacted.

VACANCY FOR THE POST OF A FREELANCE RESEARCHER WITH DATA ANALYTICS SKILLS, REMOTE/HYBRID

Our Profile:

We are a forward-thinking company specializing in delivering high-quality content and creative solutions to the maritime industries. Our work involves crafting compelling narratives that drive engagement, build brands, and achieve business goals. We value creativity, precision, and innovation in everything we do.

Job Description:

We are seeking a highly motivated and skilled Freelance **Researcher with expertise in data analytics** to join our team. The ideal candidate will have a strong analytical mindset, excellent research abilities, and experience in interpreting complex datasets to generate actionable insights. This position offers the flexibility of remote work and the opportunity to collaborate on a wide range of projects across various industries.

Job Responsibilities:

1. Conduct in-depth research on topics relating to the maritime industry, including maritime insurance, and industry developments.
2. Collect, clean, and analyze large datasets to identify patterns, correlations, and trends.
3. Develop and implement data-driven methodologies to address research questions and solve business challenges.
4. Present research findings and insights through well-structured reports, dashboards, and presentations.
5. Use statistical and data visualization tools to communicate complex information in a clear and actionable manner.
6. Stay updated on the latest tools, technologies, and best practices in data analytics and research.
7. Collaborate with cross-functional teams to understand project objectives and deliver insights that meet organizational needs.

Qualifications & Skills

Required Qualifications:

- HND/BSC in Data Science, Social Science, Statistics, Economics, Business, or a related field (advanced degree preferred).
- Proven experience as a researcher or data analyst, preferably in a freelance or consulting capacity.
- Proficiency in data analysis tools.
- Strong experience with data visualization platforms
- Excellent knowledge of research methodologies and statistical analysis techniques.
- Exceptional written and verbal communication skills, with the ability to present findings to both technical and non-technical audiences.
- Strong organizational and time management skills, with the ability to handle multiple projects simultaneously and meet tight deadlines.

Preferred Skills:

- Experience with machine learning and predictive modeling techniques.
- Familiarity with qualitative research methods and tools.
- Knowledge of specific industries such as healthcare, finance, technology, or marketing.
- Certification in data analytics or related disciplines.

What We Offer:

- Competitive compensation based on project scope and complexity.
- Flexible remote work arrangement.
- Opportunities to work on diverse and impactful projects.
- Professional growth and learning opportunities through collaboration with industry experts.

HOW TO APPLY

- Interested candidate should send their CVs to

hr@globalclique.net

- Use the job title as the subject of the mail.
- Only shortlisted candidates will be contacted.

VACANCY FOR THE POST OF A FREELANCE COPYWRITER/EDITOR, REMOTE/HYBRID

Our Profile:

We are a forward-thinking company specializing in delivering high-quality content and creative solutions to the maritime industry. Our work involves crafting compelling narratives that drive engagement, build brands, and achieve business goals. We value creativity, precision, and innovation in everything we do.

Job Description:

We are seeking a talented **Freelance Copywriter/Editor** to join our team. The ideal candidate will excel at producing engaging, persuasive, and error-free content tailored to various audiences and platforms within the maritime industry.

This is a flexible role, perfect for a self-motivated individual with strong copy writing and editing skills who thrives in a dynamic work environment.

Job Responsibilities:

- Write clear, compelling, and creative copy for various platforms, including websites, blogs, social media, advertisements, email campaigns, and more.
- Edit and proofread content to ensure grammatical accuracy, clarity, and consistency with brand voice.
- Conduct research to understand target audiences, industry trends, and competitors to inform content strategy.
- Collaborate with clients and internal teams to develop content that meets project goals and objectives.
- Optimize content for search engines (SEO) to enhance online visibility and engagement.
- Adhere to deadlines while maintaining high-quality standards.

Qualifications & Skills

Required:

- Communications, or a related field (preferred but not mandatory).
- Proven experience as a copywriter or editor with a strong portfolio showcasing diverse writing styles.
- Exceptional command of the English language, including grammar, spelling, and punctuation.
- Familiarity with SEO principles and tools.
- Creativity, strong attention to detail, and adaptability to different tones and voices.
- Excellent communication and collaboration skills.

Preferred:

- Experience writing for industries such as technology, healthcare, finance, or lifestyle.
- Knowledge of social media content strategies and trends.
- Familiarity with project management tools (e.g., Trello,

Asana, Slack).

Benefits:

- Flexible work schedule and location.
- Opportunity to work on diverse projects.
- Potential for long-term collaboration and career growth.
- Access to a supportive team and professional development resources.

HOW TO APPLY

- Interested candidate should send their CVs to hr@globalclique.net
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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
- Use the job title as the subject of the mail.
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