

VACANCY: ADMINISTRATIVE ASSISTANT WITH DIGITAL SKILLS – AJAH, LAGOS

About the Role

We are seeking a detail-oriented and tech-savvy Administrative Assistant with Digital Skills to support our real estate operations in Ajah, Lagos. The ideal candidate will be highly organized, digitally skilled, and capable of balancing traditional administrative tasks with modern digital responsibilities.

Key Responsibilities

Manage office administration including calendars, meetings, travel logistics, and supplies.

Maintain digital filing systems using Microsoft 365 and Google Workspace.

Prepare and format reports, spreadsheets, and presentations.

Handle communication with internal and external stakeholders via email, WhatsApp Business, Zoom, and Teams.

Support social media management: content posting, basic graphics using Canva, and engagement on platforms such as Facebook and Instagram.

Update CRM systems and databases while serving as the first point of contact for clients.

Provide basic IT support, including troubleshooting issues with printers, connectivity, and office software.

Requirements

OND / NCE / HND / B.Sc. in Secretarial Studies, Business Administration, or a related field.

1–3 years' proven experience in an administrative role.

Strong knowledge of MS Office Suite (Word, Excel, PowerPoint) and Google Workspace.

Proficiency with communication tools: WhatsApp Business, Zoom, Teams, and Slack.

Basic design skills with Canva or similar software.

Excellent written and verbal communication skills.

High level of discretion, reliability, and professionalism.

Ability to multitask, stay proactive, and work in a fast-paced environment.

Benefits

Competitive salary with growth potential.

Opportunities for continuous training and professional development.

Career progression within the real estate sector.

Supportive and dynamic work environment.

How to Apply

Interested and qualified candidates should send their CV to: hr@globalclique.net

Email Subject Line MUST read:

Application for Administrative Assistant with Digital Skills

Only applications with the correct subject line and CV in PDF format will be reviewed.