

Vacancy for Real Estate Support Executive in Victoria Island, Lagos

Title: Real Estate Support Executive

Job Location: Victoria Island, Lagos

Position Type: Full-time

Work Hours: 8:00 AM – 5:00 PM

Salary Budget: N150K – N200K – Competitive, based on experience

Position Summary:

We are hiring a proactive and organized Real Estate Support Executive to join our dynamic team in Victoria Island, Lagos. The ideal candidate will provide administrative, operational, and strategic support to our estate surveyors and property management team. The prospective staff will play a vital role in enhancing our business operations and client satisfaction.

Key Responsibilities:

- Provide administrative support to our surveyors and property managers,
- Handle client inquiries via phone, email, and in person, ensuring timely and professional responses.
- Coordinate property viewings and meetings, maintaining accurate schedules and calendars.
- Assist with the creation and management of property listings across online platforms and internal databases.
- Implement marketing strategies to promote available

properties, including managing social media accounts and developing promotional materials.

- Conduct market research and provide relevant data on trends, properties, and competitors to assist the team in making informed decisions.
- Coordinate real estate transactions by liaising with stakeholders (e.g., lawyers, inspectors, clients, etc.) and tracking progress.
- Maintain accurate records of transactions, client communications, and property details in property management systems.
- Support general office tasks, including filing, correspondence, and preparation of reports.

Qualifications:

- HND / Bachelor's degree in Business Administration, Real Estate, or related fields (preferred) or relevant industry experience.
- Minimum of 1 years of experience in a similar role in the real estate sector.
- Strong organizational and multitasking skills with attention to detail.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with clients and team members.
- Proficiency in using real estate marketing tools /software .
- Knowledge of real estate processes, terminology, and documentation.
- Ability to work independently and manage competing priorities effectively.

Benefits

- Competitive salary with performance-based incentives.
- Opportunities for career growth and professional

development.

- Collaborative and dynamic work environment.
- A chance to shape the future of real estate marketplace in Lagos.

How to Apply

Interested candidates should forward their resumes to hr@globalclique.net with the subject line: Real Estate Support Executive Application.

We are an equal opportunity employer and are committed to fostering an inclusive workplace for all employees.