

VACANCY FOR THE POST OF A FACILITY MANAGER IN LAGOS ISLAND, LAGOS, NIGERIA

Job Title: Facility Manager

Location: Lagos Island, Lagos

Employment Type: Full-Time

Salary: ₦180,000 – ₦250,000

WORK HOURS: 8:00 AM – 5:00 PM

Our Profile:

We are a leading firm of professional Estate Surveyors & Valuers, headquartered in Lagos, Nigeria, with additional branches in Abuja and Port Harcourt. Fully registered with the Corporate Affairs Commission of Nigeria, the Estate Surveyors and Valuers Registration Board of Nigeria, the Nigerian Institute of Estate Surveyors & Valuers, and other esteemed global real estate organizations, we are dedicated to providing exceptional, client-focused services.

Our areas of expertise include marketing, property management, facility management, valuation, and real estate appraisal, all delivered with a results-driven approach.

To meet the growing demands of our expanding client base, we are seeking a proficient Facility Managers to join our dynamic team at our Head Office on Lagos Island, Lagos.

Job Description:

We are seeking an experienced and proactive **Facility Manager** to oversee the efficient management, operation, and maintenance of our facilities. The ideal candidate will ensure that all building systems and services are functioning optimally while creating a safe, clean, and productive environment for employees and visitors.

Job Responsibilities:

- Oversee the maintenance, repairs, and upgrades of building systems, including HVAC, electrical, plumbing, and security systems
- Coordinate with service providers and contractors to ensure quality and timely delivery of maintenance and support services.
- Develop and manage facility budgets, monitor expenditures, and ensure cost-effective solutions.
- Ensure that all facilities adhere to local regulations and health and safety standards.
- Plan and optimize office layouts and workspaces to accommodate business needs.
- Monitor and maintain stock levels of essential supplies and equipment.
- Develop and implement emergency response plans and protocols.
- Identify and implement energy-efficient and environmentally friendly practices to reduce operational costs.
- Conduct regular facility inspections and prepare reports on maintenance activities and issues.

Requirements

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

- Minimum of 3-5 years of experience in facility management or a related role.
- Knowledge of building systems, maintenance processes, and project management software.
- Strong planning, problem-solving, and multitasking abilities.
- Excellent written and verbal communication skills.
- Ability to manage and motivate a team effectively.
- High level of accuracy and attention to detail.
- Certifications in facilities management (e.g., IFMA, BIFM or Similar Industries) are an added advantage.

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.