

# VACANCY FOR THE POST OF A FRONT DESK/ RECEPTIONIST WITH DIGITAL IN LEKKI, LAGOS

## Our Profile:

We are a prominent firm of professional Estate Surveyors and Valuers, based in Lagos, Nigeria, with additional branches across the country. Fully accredited by the Corporate Affairs Commission of Nigeria, the Estate Surveyors and Valuers Registration Board of Nigeria, the Nigerian Institute of Estate Surveyors and Valuers, and other reputable global real estate organizations, we are committed to delivering exceptional, client-centered services.

Our expertise spans **asset valuation, property management, facility management, and real estate advisory services**, all executed with a focus on achieving outstanding results.

As part of our commitment to meeting the growing needs of our expanding client base, we are seeking a skilled and personable **Front Desk Officer/Receptionist with Digital Skills** to join our dynamic team at our Head Office located at Lekki, Lagos.

## Job Description:

We are seeking a highly organized and personable **Front Desk Officer/Receptionist with Digital Skills** to join our team. As the first point of contact for our organization, the ideal candidate will deliver exceptional customer service while efficiently managing front desk operations.

## Key Responsibilities:

- Welcome visitors, clients, and employees with warmth and professionalism.
- Answer, screen, and forward incoming calls; take messages as necessary.
- Maintain an organized and welcoming reception area that reflects the company's brand.
- Leverage computer skills to address basic technical support needs.
- Perform general administrative duties, including data entry, filing, and record-keeping.
- Coordinate with internal departments to streamline communication and workflow.
- Monitor office supplies and place orders to ensure uninterrupted operations.
- Provide accurate and up-to-date information about the company to inquiries.
- Assist in managing calendars, appointments, and meeting room bookings.
- Support the planning and execution of company events, meetings, and workshops.
- Cultivate a positive and collaborative work environment.

### **Job Requirements:**

- **OND/NCE/HND** in any discipline.
- Previous experience as a receptionist or office assistant is an advantage.
- Basic knowledge of office software, including Microsoft Office Suite.
- Social Media and Internet Skills
- Exceptional organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- Self-motivated and capable of working both independently and in a team.
- Friendly, proactive, and dependable personality.
- Attention to detail and ability to follow instructions

accurately.

## **HOW TO APPLY**

- Interested candidate should send their CVs to [hr@globalclique.net](mailto:hr@globalclique.net)
- Use the job title as the subject of the mail.
- Only shortlisted candidates will be contacted.