

VACANCY FOR THE POST OF AN ADMINISTRATIVE ASSISTANT IN IKEJA, LAGOS, NIGERIA

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 **Administrative Assistant** to join our dynamic team.

Job Description

We are seeking a proactive and highly organized **Administrative Assistant** to support operations in our real estate office in Ikeja, Lagos. The ideal candidate will have prior experience in real estate operations or office management, with the ability to handle schedules, coordinate meetings, and assist with day-to-day administrative tasks. This role requires strong organizational skills, excellent attention to detail, and the ability to work effectively in a dynamic environment.

Job Responsibilities

- Provide comprehensive administrative support to the real estate office and executive team.
- Manage schedules, organize property inspections, and coordinate meetings with clients and stakeholders.
- Act as the primary point of contact for internal teams and external clients, handling correspondence and inquiries professionally.
- Prepare, edit, and manage property reports, proposals,

and other documents.

- Maintain and organize digital and physical filing systems, including property-related documentation.
- Assist with coordinating and planning property viewings, events, and corporate activities.
- Monitor and manage office supplies, ensuring efficient day-to-day operations.
- Handle confidential information with integrity and discretion.
- Conduct market research and compile data to support real estate operations.
- Liaise with tenants, landlords, agents, and contractors to facilitate smooth communication.

Qualifications and Requirements

- Proven experience as an Administrative Assistant, preferably in a real estate office or similar environment.
- HND/Bachelor's degree in Business Administration, Office Management, or a related field.
- 3–5 years of relevant experience in administrative support or office operations.
- Strong knowledge of real estate processes, terminology, and documentation is an advantage.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Exceptional organizational and multitasking abilities.
- Strong written and verbal communication skills.
- Ability to prioritize tasks, meet deadlines, and work well under pressure.
- Experience in event planning, project coordination, or real estate operations is a plus.
- High level of professionalism, confidentiality, and problem-solving skills.

Benefits

This role offers an opportunity to contribute meaningfully to our team while gaining valuable experience in the real estate industry. If you are highly motivated, detail-oriented, and eager to grow, we would love to hear from you.

How to Apply

- Please submit your resume and cover letter to **hr@globalclique.net**.
- Use "Administrative Assistant" as the subject line of your email.
- Only shortlisted candidates will be contacted.