

# VACANCY FOR THE POST OF AN ESTATE OFFICER 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 **Estate Officer** to join our dynamic team.

## **Job Description**

The ideal candidate for the Estate Officer role will work collaboratively in the planning, execution, and management of real estate projects. They will support junior staff, ensure client satisfaction, and demonstrate technical expertise and leadership skills. A commitment to excellence in service delivery is essential.

## **Key Responsibilities**

1. Conduct property valuations, feasibility studies, and market research to provide accurate and reliable recommendations.
2. Oversee property acquisition, sales, and leasing transactions.
3. Prepare and present detailed property reports, proposals, and appraisals.
4. Manage a portfolio of properties to ensure optimal occupancy and profitability.
5. Coordinate maintenance, repairs, and upgrades for

managed properties.

6. Negotiate and administer contracts with tenants, contractors, and service providers.
7. Collaborate with Senior Estate Surveyors and administrative staff to achieve project goals.
8. Delegate tasks effectively, monitor performance, and provide constructive feedback.
9. Lead training sessions and workshops to enhance team capabilities.
10. Build and maintain strong relationships with clients, ensuring satisfaction and trust.
11. Address client inquiries and resolve issues promptly and professionally.
12. Identify and pursue new business opportunities to expand the firm's client base.

## **Qualifications and Requirements**

- HND / Bachelor's degree in Estate Management, Surveying, or a related field.
- 2–5 years of experience in the real estate industry.
- Proficiency in property management software and Microsoft Office Suite.
- Strong analytical, communication, and negotiation skills.
- Proven ability to work independently and lead a team effectively.
- In-depth knowledge of Lagos and its environs.

## **How to Apply**

- Interested candidates should send their CVs to **hr@globalclique.net**.
- Use the job title, "Estate Officer," as the subject of the email.
- Please note that only shortlisted candidates will be

contacted.