

VACANCY FOR THE POST OF HR / RECRUITMENT INTERN AT GLOBALCLIQUE – IGBOGBO, IKORODU, LAGOS

About Us

Globalclique is a multidisciplinary solution provider offering Real Estate Technologies, HR/Talent Acquisition & Outsourcing Support, and E-Business Solutions. We are driven by a commitment to add value to society through innovative technology and professional services. Due to increasing client demands, we are currently seeking competent and enthusiastic individuals to join our team as HR / Recruitment Interns.

Job Summary

We are looking for a passionate and detail-oriented HR / Recruitment Intern to support our recruitment operations. This internship offers hands-on experience in modern HR practices, talent sourcing, and recruitment processes. You will work closely with our recruitment team and gain practical knowledge in candidate management and client coordination.

Key Responsibilities

- Assist in drafting job descriptions and vacancy briefs.
- Source and attract qualified candidates via job portals, social media, and referrals.
- Screen CVs and applications to shortlist potential candidates.

- Conduct initial phone interviews and support candidate assessments.
- Maintain accurate and up-to-date candidate records and databases.
- Coordinate communication between candidates and clients.
- Provide administrative support to the HR/recruitment team.

Requirements & Qualifications

- OND/HND/BSc (recent graduate or currently pursuing a degree) in Human Resources, Business Administration, or a related field.
- Strong communication and interpersonal skills.
- Excellent organizational and time-management abilities.
- Tech-savvy with proficiency in Microsoft Office tools (Word, Excel, PowerPoint).
- Willingness to learn, grow, and adapt in a fast-paced work environment.
- Applicants residing in or around Igbogbo, Ikorodu are highly preferred.

What We Offer

- A structured internship experience with practical HR exposure.
- Opportunity for career growth and full-time employment based on performance.
- Continuous professional development and on-the-job

training.

- A modern and conducive office work environment.
- Equal opportunity workplace with diversity and inclusion values.

How to Apply

Interested candidates should send their updated CV to **globalcliquehr@gmail.com** with the subject line: *HR / Recruitment Intern – Igbogbo*.