

# **JOB VACANCY: EXPERIENCED ADMINISTRATIVE EXECUTIVE / SECRETARY IN IKEJA**

## **About Us:**

We are a fast-growing interior design and décor company focused on transforming residential and commercial spaces into stunning and functional environments. We are committed to creativity, quality, and exceptional client service.

## **Job Summary:**

We are in search of a highly organized and proactive **Administrative Executive / Secretary** to support the smooth operation of our office. The ideal candidate must be experienced, detail-oriented, and able to multitask efficiently in a dynamic work environment.

## **Key Responsibilities:**

- Handle general administrative duties including answering calls, responding to emails, and managing appointments.
- Maintain and organize files, records, and confidential documents.
- Schedule and coordinate meetings, events, and appointments.
- Draft correspondences, reports, and internal memos.
- Provide administrative support to the management team.
- Manage office supplies and oversee inventory.
- Ensure a professional and welcoming office environment.
- Follow up on internal and external communications promptly.

## **Requirements:**

- Minimum of OND/HND/B.Sc in Business Administration, Office Management, or related fields.

- Minimum of 2–3 years proven experience as an administrative officer, executive assistant, or secretary.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and handle multiple tasks simultaneously.
- Strong attention to detail and problem-solving skills.

### **Benefits:**

- Competitive salary
- Professional and friendly work environment
- Opportunity for growth and career development
- Access to industry training and learning resources
- Performance-based incentives and bonuses
- Paid public holidays and occasional staff welfare packages

### **How to Apply:**

Interested and qualified candidates should send their CV to [globalcliquehr@gmail.com](mailto:globalcliquehr@gmail.com) with the subject line: **“Administrative Executive ”**

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# **VACANCY: IN-HOUSE DESIGN/PROJECT ARCHITECT IN LAGOS**

### **About the Company**

We are a forward-thinking design and architectural firm committed to creating sustainable, innovative, and context-

driven spaces. Our firm specializes in residential, commercial, and mixed-use developments, focusing on aesthetics, functionality, and environmental consciousness. To support our expanding project portfolio, we are recruiting an experienced and design-savvy **In-House Design/Project Architect** for our Lagos office.

### **Role Summary**

The successful candidate will lead and coordinate architectural design projects from concept through construction. This role requires strong design skills, technical expertise, and project leadership to ensure delivery of high-quality, client-approved designs.

### **Key Responsibilities**

- Develop and translate concepts into detailed architectural drawings using AutoCAD, Revit, SketchUp, Lumion, and related tools.
- Lead design teams and manage projects from design development to construction documentation.
- Collaborate with consultants (MEP, structural engineers, etc.) for coordinated project delivery.
- Prepare, present, and revise design proposals in line with client expectations.
- Ensure all designs comply with industry codes and local regulations.
- Conduct site visits, oversee project execution, and ensure design fidelity on-site.
- Prepare project reports, schedules, and maintain proper documentation.

### **Requirements**

- B.Sc. or M.Sc. in Architecture from a recognized institution.
- 4–6 years post-NYSC experience in architectural design and site coordination.

- Proficient in design and visualization software: AutoCAD, Revit, SketchUp, Lumion, Adobe Suite.
- Strong technical drawing and creative design skills.
- Ability to manage multiple projects and meet deadlines.
- Excellent communication and team coordination abilities.
- Membership with ARCON or NIA (or in progress) is an added advantage.

## **Benefits**

- Work on innovative and high-impact design projects.
- Career growth opportunities within a progressive firm.
- Attractive and performance-based compensation.
- Access to architectural resources and learning tools.
- Supportive, collaborative work culture.

## **How to Apply**

Qualified candidates should send their **CV and design portfolio (PDF format only)** to **hr@globalclique.net**

**Email Subject Line:** *“Application – In-House Design/Project Architect”*

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# **JOB VACANCY: LIVE-IN NANNY (LEKKI, LAGOS)**

## **Our Client's Need:**

A private individual based in Lekki, Lagos is urgently in need of a responsible, warm, and experienced **Nanny** to provide attentive care to her child(ren) in a safe and nurturing environment.

## **Key Responsibilities:**

- Provide daily care and supervision for the child(ren)

- Maintain a clean and hygienic environment for the child(ren)
- Prepare meals and assist with feeding
- Ensure timely naps, bathing, and bedtime routines
- Engage the child(ren) in age-appropriate learning and play activities
- Communicate regularly with the employer regarding the child's needs and development
- Light housekeeping related to child care (laundry, toy organization, etc.)

### **Requirements:**

- Minimum of **2 years' experience** as a Nanny or Childcare Provider
- Must be **female** and preferably **aged 25–45**
- Must love children, be patient, dependable, and respectful
- Must be able to read and communicate clearly in English
- Prior experience with infants or toddlers is a strong advantage
- Willingness to live-in (accommodation and feeding will be provided)
- Must be **based in Lagos** or willing to relocate to Lekki

### **Work Schedule:**

- Live-in preferred (with time off agreed upon)
- Full-Time (including weekends with scheduled rest periods)

### **How to Apply:**

Interested candidates should send their **full name, age, location, and relevant experience** via:

☐ **WhatsApp:** 07047009990

☐ **Email:** globalcliquehr@gmail.com

**Subject Line:** *"Application for Nanny Role"*

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# VACANCY FOR THE POST OF CONTENT CREATOR / SOCIAL MEDIA MANAGER IN LEKKI, LAGOS

## Our Profile

We are a reputable real estate investment company, duly registered and regulated by the laws of the Federal Republic of Nigeria. As part of our continued commitment to operational excellence and professional growth, the management has identified the need to recruit passionate and experienced talents to join our growing team.

## Role Overview

We are hiring a **Content Creator / Social Media Manager** with a passion for real estate and storytelling. The ideal candidate will take ownership of our digital voice, creating engaging content that drives brand visibility, generates leads, and highlights our property listings across multiple platforms.

## Key Responsibilities

- Develop and implement strategic social media campaigns tailored to real estate marketing
- Create engaging content including property photos, virtual tours, reels, videos, and stories
- Write persuasive property descriptions, captions, and blog posts
- Manage and grow our presence on Instagram, Facebook,

TikTok, LinkedIn, and real estate directories

- Track and analyze engagement metrics to optimize content effectiveness
- Respond to comments, DMs, and inquiries across social platforms
- Stay current with real estate marketing trends, hashtags, and platform updates
- Collaborate with the sales and listings team for timely and accurate content

## **Requirements**

- 1–2 years' experience in content creation, digital marketing, or real estate branding
- Proficiency in design tools like **Canva**, **Adobe Creative Suite**, or similar platforms
- Strong communication and storytelling skills, both written and visual
- Basic understanding of SEO, social media algorithms, and real estate platforms (e.g., PropertyPro, Realtors.ng)
- Self-motivated, detail-oriented, and capable of meeting deadlines
- Strong organizational and time-management skills

## **Employee Benefits**

- Competitive salary
- Hybrid work flexibility (3 on-site days)
- Hands-on real estate industry experience
- Creative freedom and access to visual production tools
- Career growth opportunities in digital marketing
- Supportive team culture and work environment
- Recognition for content performance and results

## How to Apply

Interested and qualified candidates should send their CV and a portfolio of past content work to [globalcliquehr@gmail.com](mailto:globalcliquehr@gmail.com) with the subject line: **“Content Creator / Social Media Manager”**

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# VACANCY FOR THE POST OF REAL ESTATE SALES EXECUTIVE IN LEKKI, LAGOS

## Our Profile

We are a reputable real estate investment company, duly registered and regulated by the laws of the Federal Republic of Nigeria. As part of our continued commitment to operational excellence and professional growth, the management has identified the need to recruit passionate and experienced talents to join our growing team.

## Role Overview

We are seeking a result-driven **Real Estate Sales Executive** to join our team. This role is ideal for individuals with a strong sales mindset, excellent interpersonal skills, and a deep interest in real estate. The ideal candidate will be responsible for generating leads, marketing properties, building client relationships, and closing sales deals.

## **Key Responsibilities**

- Identify and engage potential property buyers, renters, and investors
- Conduct property showings, presentations, and negotiations
- Build and maintain strong relationships with clients and real estate partners
- Promote properties via both digital platforms and offline strategies
- Meet and exceed weekly/monthly sales targets
- Provide insights and regular updates on client needs and market trends
- Collaborate with marketing and listing teams to ensure optimal property visibility

## **Requirements**

- HND/BSc in Business, Marketing, or a related field (Real estate certifications are an advantage)
- Minimum of 2–3 years proven experience in real estate sales or B2C/B2B sales
- Excellent communication, negotiation, and interpersonal skills
- Strong presentation and client relationship management capabilities
- Target-driven, self-motivated, and results-oriented
- Knowledge of the Lagos real estate market is a strong advantage

## **Employee Benefits**

- Competitive salary and performance-based incentives

- Professional development and sales training opportunities
- Career growth within a reputable and expanding real estate company
- Access to high-quality property listings and marketing resources
- Supportive and dynamic team environment
- Monthly bonuses for top-performing staff
- Field logistics support and technology tools
- Recognition and reward for excellence

### **How to Apply**

Interested and qualified candidates should forward their CV to [globalcliquehr@gmail.com](mailto:globalcliquehr@gmail.com) with the subject line: **“Real Estate Sales Executive”**.

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# **VACANCY FOR THE POST OF ESTATE SURVEYOR & VALUER IN VICTORIA ISLAND**

### **About the Company**

Our company is a reputable and client-focused firm of Estate Surveyors and Valuers based in Victoria Island, Lagos. We provide expert services in property valuation, estate agency, facility management, investment advisory, and real estate consultancy. We are known for our professionalism, integrity, and deep market insight across residential, commercial, and

industrial real estate sectors.

## **Position Summary**

We are seeking a detail-oriented, proactive, and experienced Estate Surveyor & Valuer to join our team. The ideal candidate will be responsible for carrying out valuations, overseeing real estate transactions, and managing client portfolios, while upholding the firm's commitment to excellence and client satisfaction.

## **Key Responsibilities**

Conduct valuations for various purposes including mortgage, insurance, sales, acquisition, and compensation  
Prepare valuation reports, feasibility and viability studies  
Handle property letting, leasing, and sales activities  
Manage client portfolios and maintain updated property records  
Carry out inspections, market surveys, and due diligence  
Maintain professional client relations and regulatory compliance  
Support business development efforts through property sourcing and client engagement

## **Requirements**

HND/BS.c in Estate Management from a recognized institution  
Minimum of 2 years of post-NYSC experience in real estate valuation and agency  
Must be a graduate member or fully registered member of the Nigerian Institution of Estate Surveyors and Valuers (NIESV)  
Registration with ESVARBON is an advantage  
Proficiency in Microsoft Office Suite and valuation software  
Strong communication, analytical, and negotiation skills  
Knowledge of the Lagos property market, especially within the Island axis

## **How to Apply**

Interested candidates should send their CV to [globalclique.net@gmail.com](mailto:globalclique.net@gmail.com) with the email subject: "VACANCY FOR THE POST OF ESTATE SURVEYOR & VALUER"

Only shortlisted candidates will be contacted.

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# Vacancy For Digital Marketing Associate In Lekki, Lagos

## ABOUT US

Our company is a fast-growing real estate and property development company located in Lekki, Lagos. We specialize in delivering quality, innovative, and affordable housing solutions tailored to meet the needs of modern homeowners and investors. As we expand our digital footprint, we are seeking a creative and strategic **Digital Marketing Associate** to join our marketing team and drive our online presence.

## JOB SUMMARY

The ideal candidate will be responsible for developing, implementing, and optimizing digital marketing campaigns to promote the company's real estate services and properties. This role requires a blend of creativity, digital savviness, and performance analysis to increase brand visibility, lead generation, and customer engagement across all digital channels.

## KEY RESPONSIBILITIES

- Develop and execute digital marketing strategies across social media, email, search engines, and paid media
- Manage and grow the company's presence on platforms like

Instagram, Facebook, LinkedIn, Twitter, and YouTube

- Create compelling and engaging content for digital campaigns, blogs, newsletters, and online ads
- Monitor, analyze, and report on the performance of all digital marketing campaigns
- Conduct keyword research and manage SEO/SEM strategies to boost web traffic and visibility
- Collaborate with the sales and design teams to align campaigns with business goals
- Engage with online audiences, respond to inquiries, and build community around the brand
- Keep up with the latest trends and technologies in digital marketing and real estate

## **REQUIREMENTS**

- OND/HND/BSC in Marketing, Mass Communication, Digital Media, or related fields
- Minimum of **2 years of hands-on experience** in digital marketing or a similar role
- Strong knowledge of social media management, SEO/SEM, Google Ads, and email marketing tools
- Proficiency in content creation, Canva/Photoshop, and social media scheduling tools
- Strong writing, communication, and analytical skills
- Real estate industry experience is a strong advantage
- Self-motivated, proactive, and able to work with minimal supervision

## **BENEFITS**

- Competitive salary and performance-based bonuses
- Career growth opportunities within the real estate and marketing sector
- Exposure to industry trends, innovation, and training opportunities
- A dynamic, supportive, and creative team environment

## **HOW TO APPLY**

Interested candidates should send their CV to [globalclique.net@gmail.com](mailto:globalclique.net@gmail.com) using the subject line: *“Digital Marketing Associate “*

*Only shortlisted candidates will be contacted.*

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# **VACANCY FOR SENIOR ECONOMIC RESEARCHER & BUSINESS WRITER IN VICTORIA ISLAND, LAGOS**

## **ABOUT THE COMPANY**

Our company is a dynamic and forward-thinking consulting and research firm based in Victoria Island, Lagos. We specialize in providing innovative economic intelligence, business insights, and strategic advisory services to help organizations, governments, and development partners make data-driven decisions. As part of our expansion drive, we seek a skilled and intellectually curious Senior Economic Researcher & Business Writer to join our growing team.

## **JOB SUMMARY**

The ideal candidate will lead high-level economic research projects, generate business intelligence reports, and translate complex data into clear, engaging, and impactful content. You will work closely with executive leadership to deliver policy papers, investment briefs, sector analysis, and economic trend reports that shape strategy and inform decisions.

## **KEY RESPONSIBILITIES**

Conduct high-quality research on economic trends, sectors, and policy issues affecting Nigeria and Sub-Saharan Africa.

Prepare white papers, investment reports, economic outlooks, and thought leadership pieces.

Analyze quantitative and qualitative data to produce insights for clients and internal use.

Write, edit, and review business documents, proposals, and reports in a compelling and professional tone.

Collaborate with analysts, consultants, and partners to develop content for presentations, workshops, and stakeholder meetings.

Keep abreast of current economic developments, government policy changes, and global market dynamics.

Present findings through charts, executive summaries, and infographics.

## REQUIREMENTS

Minimum of HND/Bachelor's Degree in Economics, Business Administration, Finance, Development Studies, or related field.

At least 5 years of relevant experience in economic research, policy analysis, or business writing.

Excellent analytical, critical thinking, and writing skills.

Strong command of economic models, research methods, and data interpretation.

Proven ability to translate complex information into actionable insights and polished documents.

Proficiency in MS Office Suite; experience with data tools like Excel, STATA, or Power BI is an advantage.

Professionalism, attention to detail, and ability to work under tight deadlines.

## BENEFITS

Competitive salary and performance-based incentives

Opportunity to work with industry experts and global clients

Professional development and continuous learning opportunities

Supportive and intellectually stimulating work environment

#### HOW TO APPLY

Interested and qualified candidates should send their CV to [globalcliquehr@gmail.com](mailto:globalcliquehr@gmail.com) with Subject "Senior Economic Researcher & Business Writer"

Only shortlisted candidates will be contacted.

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# **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](mailto:globalcliquehr@gmail.com) with the subject line: *HR / Recruitment Intern – Igbogbo*.

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# VACANCY FOR THE POST OF ELECTRICIAN / FACILITY MANAGER IN IKEJA

## About the Company

**Our Company** is a leading provider of elegant and functional

interior design solutions. We specialize in both residential and commercial spaces, offering services ranging from space planning and décor to custom furniture and installation. Our mission is to create stylish environments that reflect the personality and taste of our clients.

## **Position Summary**

We are seeking a skilled and experienced **Electrician / Facility Manager** to oversee electrical systems, general facility maintenance, and infrastructure management within the company. This dual-role position requires technical expertise in electrical installations and repairs, as well as strong facility management capabilities.

## **Key Responsibilities**

- Install, maintain, and repair electrical wiring, systems, and fixtures in compliance with local codes.
- Conduct regular inspections of electrical systems and safety equipment.
- Troubleshoot and resolve electrical faults and facility-related issues.
- Manage the day-to-day maintenance of the office/showroom, ensuring a clean, safe, and operational environment.
- Supervise external contractors or technicians when necessary.
- Monitor and manage facility budgets, energy usage, and maintenance schedules.
- Ensure compliance with safety regulations and company policies.
- Provide timely reports on facility conditions and maintenance needs.
- Maintain inventory of tools, supplies, and equipment needed for electrical and facility tasks.

## **Requirements**

- Proven experience as a certified Electrician and/or Facility Manager.
- Minimum of OND or Trade Test certification in Electrical Engineering, Building Maintenance, or related field.
- Strong knowledge of safety standards, electrical codes, and facility systems.
- Ability to read and interpret technical manuals, blueprints, and schematics.
- Excellent problem-solving skills and attention to detail.
- Effective communication and time-management skills.
- Ability to work independently and manage multiple tasks simultaneously.

### **Preferred Qualifications**

- Experience in facility management within an interior design or similar setting.
- Familiarity with air conditioning, lighting systems, plumbing, and general building infrastructure.
- Project management skills and computer literacy.

### **How to Apply**

Interested and qualified candidates should send their CV to **globalcliquehr@gmail.com** using the subject line:

**“Electrician / Facility Manager”**