

# Vacancy for the Post of Operations Manager in Lekki Phase 1

## Position Summary

- **Job Title:** Operations Manager
  - **Job Location:** Lekki Phase 1, Lagos
  - **Position Type:** Full Time
  - **Salary:** ₦250,000
  - **Recruitment Manager:** Globalclique HR
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## Company Profile

We are a premier online and walk-in flower shop based in Lagos, Nigeria, specializing in luxurious fresh flowers, bridal bouquets, and exquisite gifts such as cakes, chocolates, perfumes, teddy bears, champagne, and bespoke flower arrangements.

As a category leader in fresh flower distribution within Lagos, we are on a transformative journey to expand globally, dominate the African market, and become the top name associated with fresh flower orders worldwide.

To support this vision, we are seeking a results-driven and detail-oriented Operations Manager to join our team and play a pivotal role in optimizing our operations.

## Job Description

The Operations Manager will oversee and streamline daily operations, ensuring seamless coordination of gift processing, order fulfillment, quality assurance, and delivery management. This role is critical to maintaining our commitment to excellence in service delivery and supporting our growth ambitions.

## Key Responsibilities

### Gift Processing & Documentation

- Categorize and record all gift components (e.g., flowers, cakes, chocolates, perfumes, teddy bears,

champagne) with detailed specifications (type, quantity, size).

- Assign tasks to relevant staff members for efficient handling and processing.

### **Message Quality Assurance**

- Review and ensure all messages accompanying orders are grammatically accurate, professionally formatted, and error-free.
- Attach finalized messages to their respective orders.

### **Media Preparation & Quality Control**

- Oversee the attachment of messages and ensure accurate documentation through photographs of completed arrangements.
- Conduct rigorous quality checks before and after media shots to ensure presentation excellence.

### **Delivery Coordination**

- Collaborate with the Delivery Manager to verify all items listed for delivery against the delivery form.
- Ensure delivery forms are fully signed and completed, including recipient details.
- Capture photographs of the delivery address, personnel, and delivered items at the point of handover.

### **Payment Management**

- Confirm and document payment details for delivery personnel.
- Ensure timely payments are processed instantly or within agreed timelines.

### **Qualifications**

- Proven experience in operations management or a similar role, preferably in the luxury goods or gifting industry.
- Strong attention to detail and excellent organizational

skills.

- Ability to manage multiple tasks effectively in a fast-paced environment.
- Proficiency in using digital tools for documentation and communication.
- Excellent written and verbal communication skills.

### Why Join Us?

- Be part of a leading brand that brings joy and beauty to clients across Lagos and beyond.
- Contribute to our mission of dominating the global market with luxurious flower arrangements and gifts.
- Work in a dynamic and supportive environment that values creativity, excellence, and innovation.

### 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.
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# Vacancy for Human Resources Personnel in Lekki Phase 1

## Position Summary

- **Job Title:** Vacancy for Human Resources Personnel in Lekki Phase 1
- **Job Location:** Lagos, Nigeria
- **Reports to:** Managing Director
- **Position Type:** Full Time

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## **Company Profile**

We are a premier online and walk-in flower shop based in Lagos, Nigeria, specializing in luxurious fresh flowers, bridal bouquets, and exquisite gifts such as cakes, chocolates, perfumes, teddy bears, champagne, and bespoke flower arrangements. As a category leader in fresh flower distribution within Lagos, we are on a transformative journey to expand globally, dominate the African market, and become the top name associated with fresh flower orders worldwide.

To support this vision, we are seeking an experienced and proactive **HR Personnel** to manage and enhance our human resource functions, ensuring effective talent management and fostering a positive work environment.

## **Job Description**

The HR Personnel will play a critical role in aligning HR strategies with the company's mission to deliver exceptional flower arrangements and gifts globally. This individual will oversee recruitment, employee relations, performance management, compliance, and workforce development, ensuring the company attracts, retains, and nurtures top talent.

## **Key Responsibilities**

### **Onboarding**

- Facilitate seamless onboarding processes for new hires.

### **Employee Relations**

- Foster a supportive and inclusive workplace culture that promotes teamwork and excellence.
- Address employee concerns and conflicts professionally, ensuring timely resolution and adherence to company policies.

### **Performance Management**

- Implement and manage performance appraisal systems to drive productivity and ensure goal alignment.
- Identify training and development needs, organizing programs to enhance employee skills.

## **HR Policies & Compliance**

- Develop, review, and enforce HR policies and procedures in compliance with labour laws and industry standards.
- Maintain accurate employee records and ensure adherence to employment regulations.

## **Payroll & Benefits Administration**

- Oversee the preparation and distribution of employee salaries, benefits, and incentives.
- Ensure timely and accurate payment processes, resolving any discrepancies promptly.

## **Workforce Planning & Development**

- Collaborate with leadership to forecast staffing needs based on business goals and seasonal demand.
- Create strategies to enhance employee retention and satisfaction.

## **Health, Safety, & Wellbeing**

- Promote workplace safety and wellness initiatives tailored to the unique nature of the flower and gift distribution industry.
- Organize programs to support employee well-being, such as team-building activities or stress management workshops.

## **Qualifications**

- A degree in Human Resources Management, Business Administration, or a related field.
- Proven experience in an HR role, preferably in retail, luxury goods, or a customer-facing industry.
- Strong interpersonal and communication skills with a high level of emotional intelligence.
- Knowledge of Nigerian labour laws and best HR practices.
- Proficiency in HR software and Microsoft Office tools.

- Ability to multitask, prioritize, and thrive in a fast-paced environment.

### **Why Join Us?**

- Be part of a leading brand that brings joy and beauty to clients across Lagos and beyond.
  - Contribute to our mission of dominating the global market with luxurious flower arrangements and gifts.
  - Work in a dynamic and supportive environment that values creativity, excellence, and innovation.
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# **VACANCY FOR THE POST OF A BUSINESS DEVELOPMENT MANAGER IN OGBA-IKEJA, LAGOS, NIGERIA**

## **Our Profile:**

We are a reliable real estate company strategically located in Ogba, Ikeja, Lagos, with a strong focus on delivering comprehensive solutions tailored to meet diverse property needs. Our expertise spans real estate finance, joint ventures, land acquisition, investment schemes, and portfolio management, providing a one-stop shop for property-related services.

Our mission is to simplify real estate transactions and make them rewarding by combining professionalism with a customer-first approach. Whether you seek to invest, lease, or sell property, our dedicated team offers unparalleled guidance and exceptional value at every stage.

Built on a foundation of transparency, integrity, and a

profound understanding of the dynamic property market, we are committed to helping our clients achieve their real estate goals with confidence and efficiency.

As we grow to accommodate the increasing demands of our expanding clientele, we are looking for a skilled Business development manager to join our dynamic team and contribute to our success.

## **Job Description**

We are seeking an ambitious and dynamic Business Development Manager to drive growth and expand our market presence. The ideal candidate will identify new business opportunities, foster strong client relationships, and develop strategies to meet and exceed revenue targets. This role requires exceptional communication skills, strategic thinking, and a results-driven mindset

## **Key Responsibilities**

- Identify and develop new business opportunities through market research, networking, and relationship building.
- Build and maintain strong relationships with existing clients to ensure long-term partnerships.
- Develop and execute strategic plans to achieve business objectives and revenue targets.
- Conduct market analysis to identify trends, customer needs, and competitive positioning.
- Prepare and deliver compelling presentations and proposals to prospective clients.
- Collaborate with internal teams to ensure successful project delivery and client satisfaction.
- Monitor and report on key performance metrics, providing insights and recommendations for improvement.
- Represent the company at industry events, conferences, and trade shows to enhance brand visibility.

# Job Requirements

- Bachelor's degree in Business Administration, Marketing, or a related field. MBA is a plus.
- 5 – 15 years of proven experience in business development, sales, or a similar role.
- Strong understanding of market dynamics and customer behavior.
- Exceptional communication, negotiation, and interpersonal skills.
- Ability to develop and execute strategic plans effectively.
- Proficiency in CRM software and Microsoft Office Suite.
- Strong analytical and problem-solving skills.
- Self-motivated, proactive, and goal-oriented.
- Ability to work both independently and collaboratively in a team environment.

## 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.
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# VACANCY FOR THE POST OF AN ACCOUNTANT IN OGBA-IKEJA, LAGOS, NIGERIA

## **Our Profile:**

We are a reliable real estate company strategically located in Ogba, Ikeja, Lagos, with a strong focus on delivering comprehensive solutions tailored to meet diverse property needs. Our expertise spans real estate finance, joint ventures, land acquisition, investment schemes, and portfolio management, providing a one-stop shop for property-related services.

Our mission is to simplify real estate transactions and make them rewarding by combining professionalism with a customer-first approach. Whether you seek to invest, lease, or sell property, our dedicated team offers unparalleled guidance and exceptional value at every stage.

Built on a foundation of transparency, integrity, and a profound understanding of the dynamic property market, we are committed to helping our clients achieve their real estate goals with confidence and efficiency.

As we grow to accommodate the increasing demands of our expanding clientele, we are looking for a skilled Accountant to join our dynamic team and contribute to our success.

## **Job Description**

We are seeking a detail-oriented and experienced Accountant to join our team. The ideal candidate will be responsible for managing financial records, preparing financial statements, ensuring compliance with regulations, and providing valuable insights to support business decisions. This role requires

strong analytical skills, attention to detail, and proficiency in accounting software.

### **Key Responsibilities:**

- Prepare and maintain accurate financial records, including general ledger entries, balance sheets, and income statements.
- Process accounts payable and receivable transactions in a timely manner.
- Reconcile bank statements and resolve discrepancies promptly.
- Prepare and file tax returns, ensuring compliance with local, state, and federal regulations.
- Monitor cash flow and prepare monthly financial reports.
- Assist in the preparation of budgets and financial forecasts.
- Conduct periodic audits and implement controls to improve financial accuracy.
- Provide financial analysis to support strategic decision-making.
- Collaborate with internal teams and external stakeholders, including auditors and tax consultants.

### **Key Performance Indicators (KPIs):**

1. Accuracy and timeliness of financial reports and reconciliations.
2. Effective management of office operations and administrative tasks.
3. Compliance with financial regulations and policies.
4. Cost-saving initiatives and financial efficiency.
5. Employee satisfaction and productivity in administrative support

## **Job Requirements:**

- HND / Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Minimum of 5 years of proven experience as an Accountant or in a similar role.
- Strong understanding of accounting principles and practices.
- Proficiency in accounting software and Microsoft Office Suite.
- Strong organizational, communication, and interpersonal skills.
- Ability to multitask, prioritize, and meet deadlines.

## **How to Apply:**

- Interested candidates 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.

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# **VACANCY FOR THE POST OF AN ESTATE SURVEYOR IN IKEJA, LAGOS, NIGERIA**

## **Our Profile:**

We are a distinguished firm specializing in providing top-tier real estate and professional consultancy services. With a commitment to excellence, we have built a reputation for delivering innovative and client-focused solutions tailored to meet the unique needs of individuals, businesses, and

organizations.

Our firm prides itself on deep industry expertise, transparency, and dedication to helping clients achieve their goals efficiently. Our range of services includes real estate finance, property acquisition, investment advisory, and portfolio management, designed to empower our clients in making informed and rewarding decisions.

Rooted in integrity and driven by results, we continue to set the standard for excellence in the real estate and consultancy sectors.

## **Job Description**

We are seeking a highly skilled and experienced **Estate Surveyor** to join our team. The ideal candidate will lead the planning, execution, and management of real estate projects while mentoring junior staff and ensuring client satisfaction. This role requires a blend of technical expertise, leadership skills, and a commitment to excellence in service delivery.

## **Job 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, ensuring 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. Supervise and mentor junior estate surveyors and administrative staff.
8. Delegate tasks, 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.

## **Job Requirements**

- HND / Bachelor's degree in Estate Management, Surveying, or a related field.
- Membership in relevant professional bodies (e.g., NIESV, ESVARBON).
- Minimum of 2-5 years of experience in estate surveying and valuation.
- Proficiency in property management software and Microsoft Office Suite.
- Strong analytical, communication, and negotiation skills.
- Ability to work independently and lead a team effectively.

## **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.
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# VACANCY: CO-WORKING SPACE / WORKSTATION MANAGER

## About Us

We are a leading firm of Chartered Surveyors and Real Estate Consultants in Nigeria, renowned for our extensive knowledge and experience in the real estate sector. Over the years, we have evolved into a comprehensive Property Resource Management firm, delivering specialized services tailored to meet diverse client needs.

## Job Description

We are seeking a tech-savvy, customer-focused, and organized Co-Working Space / Workstation Manager to oversee the daily operations, client services, and infrastructure of our co-working space in Lekki Phase 1, Lagos. The ideal candidate will ensure a seamless experience for all users, maintain the functionality of facilities, and foster a collaborative and productive environment.

## Key Responsibilities

- Oversee the day-to-day management of the co-working space, ensuring smooth operations and a welcoming atmosphere for clients.
- Manage client onboarding, reservations, and workspace allocations.
- Coordinate the setup, configuration, and maintenance of

workstation infrastructure, including IT tools, connectivity, and office equipment.

- Troubleshoot and resolve issues related to workspace operations, equipment, and technology.
- Develop and enforce rules, guidelines, and security protocols for the co-working space.
- Monitor workspace usage and performance, ensuring optimal occupancy and client satisfaction.
- Collaborate with clients and stakeholders to understand needs and recommend enhancements.
- Plan and execute marketing strategies to attract and retain tenants.
- Organize community events, workshops, or networking opportunities to build a sense of community among users.
- Maintain documentation such as client agreements, operational procedures, and maintenance logs.
- Stay updated with industry trends and recommend upgrades or improvements to the co-working space environment.

## **Qualifications and Requirements**

- Bachelor's degree in Business Administration, Office Management, Real Estate, Information Technology, or a related field.
- A minimum of 3 years of experience managing a co-working space, workstation environment, or similar facilities.
- Strong problem-solving skills with keen attention to detail.
- Excellent communication and interpersonal skills to work effectively with diverse clients and team members.
- Proficiency in workspace management software and Microsoft Office Suite.
- Ability to multitask, prioritize, and manage projects efficiently.
- Knowledge of real estate or co-working space operations is an added advantage.

## **How to Apply**

- Interested candidates should send their CVs to [hr@globalclique.net](mailto:hr@globalclique.net).
  - Use the job title, “Co-Working Space / Workstation Manager,” as the subject line of the email.
  - Only shortlisted candidates will be contacted.
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# 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](mailto:hr@globalclique.net).
- Use "Administrative Assistant" as the subject line of your email.
- Only shortlisted candidates will be contacted.

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# **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.
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# VACANCY FOR THE POST OF ELEMENTARY SCHOOL TEACHERS IN BADORE, AJAH, LAGOS

**Job Title:** Elementary School Teachers.

**Location:** Badore, Ajah, Lagos

**Employment Type:** Full-Time

**Salary:** Flexible

**WORK HOURS:** 8:00 AM – 5:00 PM

## **Our Profile:**

Our School is located in Badore, Ajah, Lagos, it is an inclusive educational institution committed to providing quality education tailored to young learners. By combining modern teaching methods, including the Early Years Foundation Stage (EYFS) curriculum, with a nurturing environment, the school empowers children to explore, grow, and reach their full potential.

With a team of passionate educators, fosters curiosity, creativity, and a love for learning, preparing students to excel academically, socially, and emotionally. The school welcomes dedicated teachers eager to make a positive impact on young lives.

## **Job Description:**

We are seeking passionate and dedicated Elementary School Teachers to join our vibrant team. The successful candidates will be responsible for delivering quality education to young learners, using a variety of teaching strategies to promote growth and development in line with the Early Years Foundation Stage (EYFS) curriculum.

## **Job Responsibilities:**

- Teach and engage young children in basic subjects such as mathematics, language, and general knowledge.

- Plan, prepare, and deliver lessons in accordance with the EYFS curriculum.
- Foster a positive and inclusive learning environment.
- Maintain accurate and up-to-date records of student progress.
- Collaborate with other educators to promote student well-being.
- Organize and participate in extracurricular activities.

### **Requirements**

- Minimum qualification: SSCE, NCE, OND, HND, or BSC.
- At least 2 years of teaching experience, preferably in elementary or early childhood education.
- Strong understanding of the EYFS curriculum and experience with Montessori or other early years methodologies.
- Strong communication skills and ability to work effectively with children and parents.
- Age range: 20 – 40 years.
- Gender preference: Female.
- Ability to work full-time from the school premises.

### **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.

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**VACANCY FOR THE POST OF A  
CLIENT SERVICES MANAGER IN**

# **PENCINEMA, AGEGE, LAGOS**

**Job Title:** Client Services Manager

**Location:** Pen cinema, Agege, Lagos

**Employment Type:** Full-Time

**Salary:** Flexible

**WORK HOURS:** 8:00 AM – 5:00 PM

## **Our Profile:**

We are a leading real estate firm dedicated to simplifying your property journey. With expertise in property sales, rentals, and management, we are committed to connecting clients with the best real estate opportunities. Our Offerings: Sales & Acquisitions, Property Rentals, Management Services and Consultation.

To meet the growing demands of our expanding client base, we are seeking a proficient Client Services Manager to join our dynamic team at our Head Office in Lagos.

## **Job Description:**

We are seeking a dedicated and results-driven Client Services Manager to oversee and enhance customer relationships, ensure client satisfaction, and drive service excellence. The ideal candidate will act as the primary point of contact for clients, managing their needs while maintaining high service standards.

## **Job Responsibilities:**

1. **Client Relationship Management:** Build and maintain strong relationships with clients. Act as the main point of contact for clients, addressing their needs and concerns promptly.
2. **Service Delivery:** Ensure the timely and efficient delivery of services to clients. Coordinate with internal teams (Accounts and site coordinator departments) to meet client expectations and service standards.
3. **Client Onboarding:** Guide new clients through the onboarding process. Provide training and support to help clients understand and use the company's services effectively.
4. **Problem Resolution:** Address and resolve any client issues or complaints. Work to find solutions that satisfy both the client and the company.
5. **Account Management:** Manage client accounts, ensuring they are up-to-date and accurate. Track client interactions and maintain detailed records such as birthday messages, acknowledgment of payments, receipts etc.
6. **Performance Monitoring:** Monitor the performance of services delivered to clients. Gather feedback and use it to improve service quality and client satisfaction.
7. **Reporting:** Generate regular reports on client interactions and service performance. Provide insights and recommendations based on client feedback and data analysis.
8. **Sales Support:** Assist the sales team in identifying opportunities for upselling or cross-selling to existing clients. Collaborate with the sales team to develop strategies for client retention and growth.

9. Client Retention: Develop and implement strategies to retain clients and reduce churn. Foster long-term relationships to ensure client loyalty. Work with the sales team to address any issues or concerns that arise during the sales process. Ensure that any problems are resolved promptly to maintain client satisfaction
10. Team Leadership: Lead and mentor a team of client service representatives. Provide training and support to ensure the team delivers high-quality service.
11. Client Feedback Management: Develop a system for collecting and analyzing client feedback. Use feedback to implement improvements and track progress over time.
12. Risk Management: Identify potential risks in client relationships and develop strategies to mitigate them. Address any issues proactively to prevent escalation.
13. Lead Conversion: Assist the sales team in converting leads into clients by providing insights into client needs and preferences. Participate in sales meetings to discuss potential clients and how to approach them effectively.

### **Requirements:**

- NCE /OND / HND/Bachelor's degree in Business Administration, Marketing, or a related field.
- 3-5 years of experience in client relationship management or a similar role.
- Strong understanding of customer service principles and practices.
- Excellent communication, interpersonal, and problem-solving skills.
- Ability to manage multiple client accounts and prioritize tasks effectively.
- Proficiency in CRM software and Microsoft Office tools.
- Proven ability to lead client-related projects and deliver results.

## HOW TO APPLY

- Interested candidate should send their CVs to [hr@globalclique.net](mailto:hr@globalclique.net)
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