

VACANCY FOR THE POST OF AN ACCOUNT OFFICER IN PENCINEMA, AGEGE, LAGOS

Job Title: Account officer

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 Account Officer to join our dynamic team at our Head Office in Lagos.

Job Description:

We are looking for a detail-oriented and organized Account Officer to manage financial transactions, maintain accurate records, and provide support for financial operations. The ideal candidate will play a key role in ensuring the company's financial health and compliance with accounting standards.

Job Responsibilities:

1. Maintaining Accounts: Manage accounts receivable and

payable, ensuring all transactions are recorded accurately. Track payments from clients and follow up on outstanding balances.

2. **Financial Transactions:** Handle financial transactions, including processing payments and receipts. Ensure that all financial activities are accurately recorded in the accounting system.
3. **Bookkeeping:** Assist with bookkeeping duties such as maintaining general ledger entries, preparing balance sheets, and reconciling accounts. Ensure all financial data is organized and accessible for reporting.
4. **Client Correspondence:** Communicate with clients regarding billing issues, payment status, and financial updates. Address and resolve any financial discrepancies with clients.
5. **Expense Reports:** Prepare and maintain detailed reports of business expenses, including material costs, labor expenses, and other operational costs. Ensure accurate tracking of all expenditures.
6. **Error Checking:** Examine financial statements for errors and inconsistencies. Make necessary adjustments to ensure the accuracy of financial records.
7. **Supporting Teams:** Provide financial support to other departments by generating reports, offering financial insights, and assisting with budget planning and analysis.
8. **Compliance:** Ensure compliance with financial regulations and company policies. Stay updated on changes in financial laws and regulations and implement necessary changes within the company

Requirements

- OND/NCE /HND/Bachelor's degree in Accounting, Finance, or related fields.
- 2-5 years of experience in accounting or a similar role.
- Proficiency in accounting software (e.g., QuickBooks,

Sage).

- Strong knowledge of financial regulations and bookkeeping practices.
- Excellent attention to detail and analytical skills.
- Strong organizational and multitasking abilities.
- Good communication and interpersonal skills.

HOW TO APPLY

- Interested candidate should send their CVs to hr@globalclique.net
- Use the job title as the subject of the mail.
- Only shortlisted candidates will be contacted.

VACANCY FOR THE POST OF A SOCIAL MEDIA / CUSTOMER SERVICE EXECUTIVE IN PENCINEMA, AGEGE, LAGOS

Job Title: social media / customer service executive

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 social media / Customer Service Executives to join our dynamic team at our Head Office in Lagos.

Job Description:

We are seeking a dynamic and results-driven **Social Media / Customer Service Executive** to join our team. In this role, you will manage our social media platforms, engage with our audience, and ensure exceptional customer service. You will play a critical part in enhancing our brand's online presence and fostering strong relationships with customers.

Job Responsibilities:

1. **Content Creation and Management:** Develop and curate engaging content for various social media platforms (e.g., Facebook, Twitter, Instagram, LinkedIn). Create visually appealing graphics, videos, and other multimedia content.
2. **Social Media Strategy:** Develop and implement social

media strategies to align with business goals. Plan and execute social media

campaigns to increase brand awareness and engagement.

3. Audience Engagement: Monitor and respond to comments, messages, and mentions on social media platforms. Engage with followers, influencers, and other stakeholders to build a strong online community and generate online leads.
4. Analytics and Reporting: Analyze social media metrics and provide reports on performance, engagement, and reach. Use data to optimize content and strategies for better results.
5. Brand Management: Ensure all content is consistent with the brand's voice, style, and values. Maintain a positive brand image through proactive and responsive social media interactions.
6. Trends and Innovation: Stay updated on the latest social media trends, tools, and best practices. Experiment with new formats and techniques to keep the content fresh and engaging.
7. Collaboration: Work closely with sales executives, site coordinator, PR, and other departments to create high-quality content, video of new products, and sites for online posting.

8. Crisis Management: Handle negative comments and crises effectively and professionally. Develop strategies for managing and mitigating potential social media crises.
9. Social Proof: Share customer testimonials, reviews, and case studies to build trust and credibility. Social proof can significantly influence purchasing decisions
10. Targeted Advertising: Use social media platforms' sophisticated targeting options to reach potential customers based on demographics, interests, and behaviors. This ensures that your ads are seen by people who are more likely to be interested in your products or services.

Requirements

- DIPLOMA / NCE /OND / HND in Marketing, Communications, Business Administration, or a related field.
- Proven experience in social media management and/or customer service.
- Strong understanding of social media platforms (Facebook, Instagram, Twitter, LinkedIn, etc.) and tools (e.g., Hootsuite, Buffer).
- Excellent written and verbal communication skills.
- Problem-solving skills and the ability to manage multiple tasks effectively.
- Basic graphic design and content creation skills are a plus.
- Familiarity with CRM software is an advantage.

HOW TO APPLY

- Interested candidate should send their CVs to hr@globalclique.net
- Use the job title as the subject of the mail.
- Only shortlisted candidates will be contacted.

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

Job Title: Estate Surveyor

Location: Ikeja

Employment Type: Full-Time

Salary: # 130,000 – #180,000

WORK HOURS: 8:00 AM – 5:00 PM

Our Profile:

Our Company is a leading real estate firm dedicated to providing exceptional property management and valuation services. Our commitment to excellence and innovation has made us a trusted name in the industry. We are seeking a highly

motivated and experienced Estate Surveyor to join our dynamic team.

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 motivating team members 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) will be an added advantage.
- Minimum of 1-7 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
 - 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 CONFIDENTIAL SECRETARY IN LAGOS ISLAND, LAGOS

Our Profile:

We are a leading firm of professional Estate Surveyors & Valuers, headquartered in Lagos, Nigeria, with additional branches in Abuja and Port Harcourt. Fully registered with the Corporate Affairs Commission of Nigeria, the Estate Surveyors and Valuers Registration Board of Nigeria, the Nigerian Institute of Estate Surveyors & Valuers, and other esteemed global real estate organizations, we are dedicated to providing exceptional, client-focused services.

Our areas of expertise include marketing, property management, facility management, valuation, and real estate appraisal, all delivered with a results-driven approach.

To meet the growing demands of our expanding client base, we are seeking a proficient Confidential Secretary to join our dynamic team at our Head Office on Lagos Island, Lagos.

Job Description:

We are seeking a highly professional and discreet **Confidential Secretary** to provide top-level administrative support to senior executives. The ideal candidate will demonstrate exceptional organizational skills, a strong sense of confidentiality, and the ability to manage sensitive information effectively.

Job Responsibilities:

- Manage and organize the executive's schedule, including meetings, appointments, and travel arrangements.
- Prepare, proofread, and manage confidential correspondence, reports, and presentations.
- Schedule, prepare agendas, and record minutes for meetings, ensuring timely follow-ups on action items.
- Maintain the confidentiality of sensitive information and ensure secure document storage.
- Screen and manage calls, emails, and other communications on behalf of the executive.
- Maintain efficient filing systems and oversee office supplies for executive-level operations.
- Act as a bridge between the executive and internal/external stakeholders.
- Coordinate and prioritize tasks to ensure deadlines are consistently met.
- Proficiency in computer systems, internet technologies, and exceptional typing skills are essential.

Requirements

- **OND/HND/B.Sc/ Sc** in Secretarial Studies, Business Administration, or a related field.
- 3 -7 years of experience as a confidential secretary or in a similar administrative role.
- Proven track record of handling confidential information discreetly.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, and Outlook).
- Exceptional multitasking and time management abilities.
- Excellent verbal and written communication skills.
- High level of accuracy in handling correspondence and preparing documents.

HOW TO APPLY

- Interested candidate should send their CVs to 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 FACILITY MANAGER IN LAGOS ISLAND, LAGOS, NIGERIA

Job Title: Facility Manager

Location: Lagos Island, Lagos

Employment Type: Full-Time

Salary: ₦180,000 – ₦250,000

WORK HOURS: 8:00 AM – 5:00 PM

Our Profile:

We are a leading firm of professional Estate Surveyors & Valuers, headquartered in Lagos, Nigeria, with additional branches in Abuja and Port Harcourt. Fully registered with the Corporate Affairs Commission of Nigeria, the Estate Surveyors and Valuers Registration Board of Nigeria, the Nigerian Institute of Estate Surveyors & Valuers, and other esteemed global real estate organizations, we are dedicated to

providing exceptional, client-focused services.

Our areas of expertise include marketing, property management, facility management, valuation, and real estate appraisal, all delivered with a results-driven approach.

To meet the growing demands of our expanding client base, we are seeking a proficient Facility Managers to join our dynamic team at our Head Office on Lagos Island, Lagos.

Job Description:

We are seeking an experienced and proactive **Facility Manager** to oversee the efficient management, operation, and maintenance of our facilities. The ideal candidate will ensure that all building systems and services are functioning optimally while creating a safe, clean, and productive environment for employees and visitors.

Job Responsibilities:

- Oversee the maintenance, repairs, and upgrades of building systems, including HVAC, electrical, plumbing, and security systems
- Coordinate with service providers and contractors to ensure quality and timely delivery of maintenance and support services.
- Develop and manage facility budgets, monitor expenditures, and ensure cost-effective solutions.
- Ensure that all facilities adhere to local regulations and health and safety standards.
- Plan and optimize office layouts and workspaces to accommodate business needs.
- Monitor and maintain stock levels of essential supplies and equipment.
- Develop and implement emergency response plans and protocols.

- Identify and implement energy-efficient and environmentally friendly practices to reduce operational costs.
- Conduct regular facility inspections and prepare reports on maintenance activities and issues.

Requirements

- HND / Bachelor's degree in Facilities Management, Engineering, Business Administration, or a related field.
- Minimum of 3-5 years of experience in facility management or a related role.
- Knowledge of building systems, maintenance processes, and project management software.
- Strong planning, problem-solving, and multitasking abilities.
- Excellent written and verbal communication skills.
- Ability to manage and motivate a team effectively.
- High level of accuracy and attention to detail.
- Certifications in facilities management (e.g., IFMA, BIFM or Similar Industries) are an added advantage.

HOW TO APPLY

- Interested candidate should send their CVs to 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 FRONT DESK/ RECEPTIONIST WITH DIGITAL IN LEKKI, LAGOS

Our Profile:

We are a prominent firm of professional Estate Surveyors and Valuers, based in Lagos, Nigeria, with additional branches across the country. Fully accredited by the Corporate Affairs Commission of Nigeria, the Estate Surveyors and Valuers Registration Board of Nigeria, the Nigerian Institute of Estate Surveyors and Valuers, and other reputable global real estate organizations, we are committed to delivering exceptional, client-centered services.

Our expertise spans **asset valuation, property management, facility management, and real estate advisory services**, all executed with a focus on achieving outstanding results.

As part of our commitment to meeting the growing needs of our expanding client base, we are seeking a skilled and personable **Front Desk Officer/Receptionist with Digital Skills** to join our dynamic team at our Head Office located at Lekki, Lagos.

Job Description:

We are seeking a highly organized and personable **Front Desk Officer/Receptionist with Digital Skills** to join our team. As the first point of contact for our organization, the ideal candidate will deliver exceptional customer service while efficiently managing front desk operations.

Key Responsibilities:

- Welcome visitors, clients, and employees with warmth and professionalism.
- Answer, screen, and forward incoming calls; take messages as necessary.
- Maintain an organized and welcoming reception area that reflects the company's brand.
- Leverage computer skills to address basic technical support needs.
- Perform general administrative duties, including data entry, filing, and record-keeping.
- Coordinate with internal departments to streamline communication and workflow.
- Monitor office supplies and place orders to ensure uninterrupted operations.
- Provide accurate and up-to-date information about the company to inquiries.
- Assist in managing calendars, appointments, and meeting room bookings.
- Support the planning and execution of company events, meetings, and workshops.
- Cultivate a positive and collaborative work environment.

Job Requirements:

- **OND/NCE/HND** in any discipline.
- Previous experience as a receptionist or office assistant is an advantage.
- Basic knowledge of office software, including Microsoft Office Suite.
- Social Media and Internet Skills
- Exceptional organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- Self-motivated and capable of working both independently and in a team.
- Friendly, proactive, and dependable personality.
- Attention to detail and ability to follow instructions

accurately.

HOW TO APPLY

- Interested candidate should send their CVs to 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 ACCOUNTANT WITH SOUND OFFICE MANAGEMENT & ADMINISTRATION SKILLS IN LAGOS ISLAND

Recruitment Manager: Globalclique HR

Job Title: Accountant with Sound office management & administration skills

Location: Lagos Island

Employment Type: Full-Time

Salary: N250K – N350,000

WORK HOURS: 8:00 AM – 5:00 PM

Our Profile:

We are a leading firm of professional Estate Surveyors & Valuers, headquartered in Lagos, Nigeria, with additional branches in Abuja and Port Harcourt. Fully registered with the Corporate Affairs Commission of Nigeria, the Estate Surveyors and Valuers Registration Board of Nigeria, the Nigerian Institute of Estate Surveyors & Valuers, and other esteemed global real estate organizations, we are dedicated to providing exceptional, client-focused services.

Our areas of expertise include marketing, property management, facility management, valuation, and real estate appraisal, all delivered with a results-driven approach.

To meet the growing demands of our expanding client base, we are seeking a proficient Accountant to join our dynamic team at our Head Office on Lagos Island, Lagos.

Job Description

We are seeking a skilled and detail-oriented Accountant with strong office management and administrative expertise to join our team. The ideal candidate will play a dual role, managing financial operations while overseeing the administrative functions of the office to ensure efficient daily operations.

Key Responsibilities

Accounting Duties:

1. Manage all financial transactions, including accounts payable and receivable, payroll, and reconciliations.
2. Prepare accurate financial reports, budgets, and forecasts.
3. Ensure compliance with financial regulations and tax laws.
4. Monitor cash flow and maintain proper financial records.
5. Liaise with external auditors and tax consultants.

Office Management and Administration:

1. Oversee the day-to-day administrative functions of the office.
2. Coordinate office supplies, maintenance, and equipment procurement.
3. Manage office schedules, meetings, and travel arrangements for staff.
4. Implement and maintain effective office policies and procedures.
5. Supervise administrative staff and ensure seamless office operations.

Job Evaluation

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.
- Professional certification (e.g., ICAN, ACCA) is an added advantage.
- Proven experience in accounting and office management.
- 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 candidate should send their CVs to 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 SENIOR ESTATE SURVEYOR IN LAGOS ISLAND

Recruitment Manager: Globalclique HR

Job Title: Senior Estate Surveyor

Location: Lagos Island

Employment Type: Full-Time

Salary: N250K – N350,000

WORK HOURS: 8:00 AM – 5:00 PM

Our Profile:

We are a leading firm of professional Estate Surveyors & Valuers, headquartered in Lagos, Nigeria, with additional branches in Abuja and Port Harcourt. Fully registered with the Corporate Affairs Commission of Nigeria, the Estate Surveyors and Valuers Registration Board of Nigeria, the Nigerian Institute of Estate Surveyors & Valuers, and other esteemed global real estate organizations, we are dedicated to providing exceptional, client-focused services.

Our areas of expertise include marketing, property management, facility management, valuation, and real estate appraisal, all delivered with a results-driven approach.

To meet the growing demands of our expanding client base, we are seeking a proficient Senior Estate Surveyor to join our dynamic team at our Head Office on Lagos Island, Lagos.

Job Description

We are seeking a highly skilled and experienced Senior 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

Estate Surveying and Valuation:

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.

Property and Facility Management:

1. Manage a portfolio of properties, ensuring optimal occupancy and profitability.
2. Coordinate maintenance, repairs, and upgrades for managed properties.
3. Negotiate and administer contracts with tenants,

contractors, and service providers.

Team Leadership and Mentorship:

1. Supervise and mentor junior estate surveyors and administrative staff.
2. Delegate tasks, monitor performance, and provide constructive feedback.
3. Lead training sessions and workshops to enhance team capabilities.

Client Relationship Management:

1. Build and maintain strong relationships with clients, ensuring satisfaction and trust.
2. Address client inquiries and resolve issues promptly and professionally.
3. 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 5-7 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
 - Use the job title as the subject of the mail.
 - Only shortlisted candidates will be contacted.
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Vacancy for Real Estate Support Executive in Victoria Island, Lagos

Title: Real Estate Support Executive

Job Location: Victoria Island, Lagos

Position Type: Full-time

Work Hours: 8:00 AM – 5:00 PM

Salary Budget: N150K – N200K – Competitive, based on experience

Position Summary:

We are hiring a proactive and organized Real Estate Support Executive to join our dynamic team in Victoria Island, Lagos. The ideal candidate will provide administrative, operational, and strategic support to our estate surveyors and property management team. The prospective staff will play a vital role

in enhancing our business operations and client satisfaction.

Key Responsibilities:

- Provide administrative support to our surveyors and property managers,
- Handle client inquiries via phone, email, and in person, ensuring timely and professional responses.
- Coordinate property viewings and meetings, maintaining accurate schedules and calendars.
- Assist with the creation and management of property listings across online platforms and internal databases.
- Implement marketing strategies to promote available properties, including managing social media accounts and developing promotional materials.
- Conduct market research and provide relevant data on trends, properties, and competitors to assist the team in making informed decisions.
- Coordinate real estate transactions by liaising with stakeholders (e.g., lawyers, inspectors, clients, etc.) and tracking progress.
- Maintain accurate records of transactions, client communications, and property details in property management systems.
- Support general office tasks, including filing, correspondence, and preparation of reports.

Qualifications:

- HND / Bachelor's degree in Business Administration, Real Estate, or related fields (preferred) or relevant industry experience.
- Minimum of 1 years of experience in a similar role in the real estate sector.
- Strong organizational and multitasking skills with attention to detail.
- Excellent communication and interpersonal skills, with

the ability to build positive relationships with clients and team members.

- Proficiency in using real estate marketing tools /software .
- Knowledge of real estate processes, terminology, and documentation.
- Ability to work independently and manage competing priorities effectively.

Benefits

- Competitive salary with performance-based incentives.
- Opportunities for career growth and professional development.
- Collaborative and dynamic work environment.
- A chance to shape the future of real estate marketplace in Lagos.

How to Apply

Interested candidates should forward their resumes to hr@globalclique.net with the subject line: Real Estate Support Executive Application.

We are an equal opportunity employer and are committed to fostering an inclusive workplace for all employees.

Vacancy for Real Estate Sales and Marketing Personnel.

Recruitment Manager: Globalclique HR

Job Vacancy: Real Estate Sales and Marketing Personnel

Location: Gwagwalada, Abuja

Position: Full-time

Job Description:

We are looking for an enthusiastic and results-driven Real Estate Sales and Marketing Personnel to join our dynamic team in Gwagwalada, Abuja. The ideal candidate will be responsible for promoting and selling real estate properties, developing marketing strategies, and ensuring customer satisfaction throughout the sales process.

Requirements:

Minimum of an OND/HND/Bachelor's degree in Marketing, Business Administration, or a related field.

Proven experience in sales or marketing, preferably in the real estate industry.

Strong communication and interpersonal skills.

Proficiency in using CRM tools and digital marketing platforms.

Ability to work independently and as part of a team.

Minimum of 2 years in real estate sales or marketing, with a proven track record in closing deals.

Strong communication and interpersonal skills.

Excellent negotiation and sales skills.

Proficiency in digital marketing tools (social media platforms, email campaigns, etc.).

Knowledge of the real estate market in Abuja and surrounding areas.

Ability to multitask and meet deadlines.

A self-starter with a passion for sales and marketing.

Strong work ethic, professional appearance, and demeanour.

Ability to work independently and as part of a team.

Customer-focused with a commitment to service excellence.

Job Responsibilities:

Sales Management:

Promote and sell residential and commercial properties.

Generate leads and follow up with prospective clients to close

sales.

Conduct property tours for clients and provide detailed information on features and benefits.

Marketing:

Develop and implement marketing strategies to attract new clients.

Manage online and offline marketing campaigns, including social media, flyers, and email marketing.

Collaborate with the marketing team to create compelling property listings.

Customer Relationship Management:

Build and maintain long-term relationships with clients.

Act as a point of contact for inquiries and provide professional advice to clients.

Address client concerns and ensure satisfaction throughout the transaction process.

Market Research:

Monitor market trends and competitor activities to identify opportunities.

Provide regular feedback and insights to management to inform business strategy.

Administrative Duties:

Prepare contracts and documentation for property sales.

Maintain accurate and up-to-date client records.

Application Process:

Interested candidates should submit their CV and a cover letter detailing their experience to hr@globalclique.net

Join our team and take the next step in your sales and marketing career in a vibrant and fast-growing industry.