

# **Executive Assistant with Sound Administrative Skills in Victoria Island.**

Recruitment Manager: Globalclique HR

Job Vacancy: Executive Assistant with Sound Administrative Skills.

Location: Victoria Island, Lagos State

Employment Type: Full-time

Work Hours: 8:00 AM – 5:00 PM

## **Job Description:**

We are seeking an organized and proactive Executive Assistant with excellent administrative skills to support our executive team in Victoria Island, Lagos. The ideal candidate will manage schedules, coordinate meetings, and handle confidential information with the utmost discretion. This role requires a self-starter with strong communication abilities, exceptional time-management skills, and the capacity to anticipate the needs of the executives.

## **Requirements:**

Proven experience as an Executive Assistant, Personal Assistant, or in a similar administrative role.

Excellent organizational and multitasking abilities.

Strong communication skills, both written and verbal.

High level of professionalism and confidentiality.

Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

Ability to prioritize tasks, work under pressure, and meet deadlines.

Strong problem-solving skills and attention to detail.

## **Qualifications:**

HND/ Bachelor's/ Master's degree in Business Administration, Management, or a related field.

Five (5) years of experience in an administrative or executive support role.

Experience in event planning, project management, or office administration is an advantage.

Certification in office management or administrative support is a plus.

#### Job Responsibilities:

Provide high-level administrative support to executives, including managing schedules, organizing meetings, and coordinating travel arrangements.

Act as the first point of contact for the executive, handling correspondence, emails, and phone calls with professionalism.

Prepare and edit reports, presentations, and other documents as needed.

Conduct research and compile data to assist with decision-making processes.

Organize and maintain filing systems for both digital and physical documents.

Coordinate and assist in planning corporate events and meetings.

Handle confidential information with integrity and discretion.

Manage office supplies and resources to ensure smooth daily operations.

Liaise with internal teams and external clients on behalf of the executive.

If you are a highly organized professional looking to make a meaningful impact, we would love to hear from you. Please submit your resume and cover letter to [hr@globalclique.net](mailto:hr@globalclique.net)

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# **Estate Surveyor with Valuation Specialty in Victoria Island, Lagos State.**

Recruitment Manager: Globalclique HR

Job Vacancy: Estate Surveyor with Valuation Specialty.

Location: Victoria Island, Lagos State

Employment Type: Full-time

Work Hours: 8:00 AM – 5:00 PM

## **Job Description:**

We are looking for a skilled and detail-oriented Estate Surveyor with a specialization in property valuation to join our team in Victoria Island, Lagos. The role involves conducting property valuations, preparing valuation reports, and advising clients on property market values. The ideal candidate will have extensive knowledge of property market trends, regulatory requirements, and valuation methodologies.

## **Requirements:**

Proven experience in property valuation and estate surveying. Strong knowledge of property market trends, valuation techniques, and regulatory guidelines.

Proficiency in using property valuation software and Microsoft Office Suite.

Excellent communication, analytical, and report-writing skills.

Ability to work independently and manage time effectively.

High level of integrity, professionalism, and attention to detail.

## **Job Responsibilities:**

Conduct property inspections and valuations for residential,

commercial, and industrial properties.

Prepare accurate and detailed valuation reports for clients, including market analysis and property assessments.

Conduct research on property market trends, zoning regulations, and comparable property sales.

Advise clients on property values, acquisition, sales, and leasing options.

Assist in managing and maintaining an up-to-date property database.

Coordinate with real estate agents, financial institutions, and clients as needed.

Ensure compliance with relevant regulatory and professional standards in all valuation reports.

Support other estate management activities as required.

#### Job Qualifications:

HND/ Bachelor's/ Master's degree in Estate Management, Surveying, or a related field.

Minimum of 3 years of experience as an Estate Surveyor with a focus on valuation.

Membership or certification from a recognized professional body (e.g., NIESV) is highly preferred.

If you're an experienced Estate Surveyor with expertise in valuation, we would love to hear from you. Please send your resume and a cover letter to [hr@globalclique.net](mailto:hr@globalclique.net)

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## **Vacancy for Accountant in Lekki Phase 1, Lagos State.**

Job Title: Accountant

Location: Lekki Phase 1, Lagos

Employment Type: Full-time

Job Description:

We're looking for an organized and driven individual to join our growing team as an Accountant.

Our choice candidate will work with our Finance and Accounts team in handling the day-to-day financial operations for the Company.

Duties and Responsibilities:

You will take charge of the finance department:

Perform day-to-day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables and data.

Prepare bills, invoices and bank deposits

Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.

Perform bank reconciliations – the reconciliation of the bank statement against the GL and reconciliation of any assigned clearing accounts.

Role Qualifications:

B.Sc Degree in Finance, Accounting or Business Administration

HR experience is a plus.

ICAN or ACCA certification is a plus

Minimum of 5 years of proven working experience in a finance role

Finance experience in an NGO space or in managing projects is an advantage

Solid understanding of basic accounting principles,

Proven ability to calculate, post and manage accounting figures and financial records

Data entry skills along with a knack for numbers

Hands-on experience in operating spreadsheets and accounting software (Quickbooks, ERP software or SAGE 50)

Proficiency in English and in MS Office

Customer service orientation and negotiation skills

A high degree of accuracy and attention to detail.

Salary

N160,000 – N200,000 Monthly.

How to Apply:

Interested and qualified candidates should send their CVs to: [bsrecruitslagos@gmail.com](mailto:bsrecruitslagos@gmail.com) using the Job Title as the subject of the mail.

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# **Inventory/Reconciliation Account Officer in Lekki, Lagos State.**

Job Title: Inventory/Reconciliation Accounts Officer

Location: Lekki, Lagos

Employment Type: Full-time

Job Responsibilities:

Ensure that inventory levels are accurate.

This includes identifying and correcting inventory errors, and recommending inventory levels based on sales forecasts and demand.

Track and manage the company's inventory. This includes maintaining inventory records, conducting physical inventory

counts.

Fill in for the Executive Chef in planning and directing food preparation when necessary.

Responsible for analyzing financial and sales records to ensure accuracy and resolve any discrepancies from cash points.

Responsible for reconciling transactions across the general and sub-ledgers with other key account reconciliations such as bank

Statements, inventory control, clearing, billings, etc

Qualifications & experience

HND / B.Sc / OND plus 2 years relevant experience.

Application Closing Date

15th November, 2024.

How to Apply

Interested and qualified candidates should send their CVs to: [olayemi.oguntoye-hr@kingfisherafrica.com](mailto:olayemi.oguntoye-hr@kingfisherafrica.com) using the job title as the subject of the mail.

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# **Vacancy for Secretary in Surulere, Lagos State.**

Job Title: Secretary

Location: Surulere, Lagos

Employment Type: Full-time

Responsibilities:

Welcoming visitors and clients.

Answering phone calls.  
Responding to emails.  
Scheduling meetings.  
Preparing conference rooms for meetings.  
Making travel arrangements for executives.  
Printing and copying documents as needed.  
Organizing and distributing messages.  
Maintaining company schedules.  
Organizing documents and files.  
Documenting financial information.  
Maintaining and ordering office supplies

#### Requirements:

Proficiency with Microsoft Office.  
Excellent computer literacy.  
Excellent interpersonal skills.  
Ability to multitask.  
Excellent communication skills.  
Excellent time management skills.  
Prior experience in administration would be advantageous.  
Candidates must possess an OND, HND or a B.Sc in secretarial management.  
Application Closing Date  
31st October, 2024.

#### How to Apply

Interested and qualified candidates should send their CVs to:  
[bss\\_consulting@yahoo.com](mailto:bss_consulting@yahoo.com) or [info@bss-ng.com](mailto:info@bss-ng.com) using the Job Title as the subject of the email.

Note: Preference will be given to those living within surulere and environment.

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# **Sales Executive with Banking / Real Estate Experience**

Job Title: Sales Executive with Banking / Real Estate Experience

Location: Ikeja, Lagos

Industry: Furniture Manufacturing, Interior Design, and Construction

Salary: Competitive (Based on experience)

## **About Us:**

We are a leading company in Ikeja, Lagos, specializing in furniture manufacturing, interior design, and construction services. We pride ourselves on delivering innovative, high-quality solutions to our clients. Our company is seeking Sales Executives with a proven track record in high-ticket sales and digital marketing to help grow our business.

## **Requirements:**

Customer Engagement:

- Welcome and assist clients with professionalism, ensuring a seamless experience across our furniture, interior design, and construction services.
- Provide in-depth knowledge of products and services, including furniture design, construction projects, and customized solutions.

Sales Transactions:

- Efficiently handle sales transactions, including cash and credit card payments, while managing the sales register.
- Help clients make informed purchasing decisions based on their design and budget requirements.

## Client Relationship Management:

- Build and maintain strong relationships with clients, particularly in banking, insurance, real estate, and other high-ticket industries.
- Follow up post-sale to ensure client satisfaction and identify opportunities for cross-selling our interior design and construction services.

## Sales Strategy Development:

- Develop and execute sales strategies aimed at exceeding revenue targets.
- Analyze sales data to monitor performance and adjust strategies for improved outcomes.

## Digital Marketing and Business Development:

- Leverage digital marketing strategies (social media, email marketing, SEO) to promote services and attract potential clients.
- Create engaging content for social media platforms and manage online campaigns to increase visibility and boost sales.
- Conduct market research to stay ahead of industry trends and identify new business opportunities.
- Attend industry events to network with potential clients and expand our customer base.

## Collaboration:

- Work closely with the design and project teams to ensure alignment between client expectations and project execution.
- Assist in implementing promotional campaigns that highlight our furniture, interior design, and construction services.

## **Preferred Qualifications:**

- Minimum of 3 years of experience in high-ticket sales.
- Experience in banking, insurance, real estate, or other high-value sales industries.
- Proficiency in digital marketing (social media management, email campaigns, and SEO).
- Strong negotiation and communication skills with the ability to close high-value deals.
- Excellent leadership, time management, and strategic thinking abilities.
- Ability to analyze sales performance data and adjust strategies to improve results.

## **Why Join Us?**

- Competitive salary with attractive commission potential.
- Opportunities for career advancement in a company offering furniture manufacturing, interior design, and construction services.
- Work in a dynamic and innovative environment that values creativity and collaboration.
- Contribute to transformational projects that blend design excellence with functional solutions.

## **How to Apply:**

Interested candidates with relevant experience should send their CV and cover letter to [hr@globalclique.net](mailto:hr@globalclique.net).

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# HR/Admin Assistant in Ikeja, Lagos State.

**Job Title:** HR/Admin Assistant

**Location:** Ikeja, Lagos

**Employment Type:** Full-time

## **Responsibilities:**

Assist with recruitment processes, including posting job ads, scheduling interviews, and conducting initial screenings.

Maintain employee records and ensure all HR documents are up-to-date and accurate.

Assist in on-boarding new employees and organizing orientation sessions.

Help with payroll processing and employee benefits administration.

## **Requirements:**

Bachelor's Degree in Human Resources, Business Administration, Psychology, or a related field.

At least 2 years of experience in an HR/ Administrative role.

Strong organizational and time management skills.

Excellent communication and interpersonal skills.

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

Ability to handle sensitive information with confidentiality and professionalism.

Applicants must be eager to learn and develop a career in HR.

## **Application Closing Date:**

4th November, 2024

## **How to Apply:**

Interested and qualified candidates should send their CVs to:

hireme@swiftconsulting.com.ng using the Job Title as the subject of the mail.

**Note:** Only qualified candidates will be contacted.

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# **VACANCY FOR ACCOUNTANT IN AMUWO ODOFIN, LAGOS STATE.**

Position: Accountant

Location: Amuwo Odofin

Employment Type: Full-time

Salary: 150,000

Experience: 2 -3 years

## **Overview:**

We are seeking a detail-oriented and experienced Accountant to manage and oversee financial activities for our client's retail business. The Accountant will be responsible for maintaining accurate financial records, preparing financial reports, and ensuring compliance with relevant regulations. The ideal candidate will have a strong understanding of retail accounting practices, inventory management, and cost control.

## **Key Responsibilities:**

- 1. Financial Reporting:** Prepare monthly, quarterly, and annual financial statements including profit and loss statements, balance sheets, and cash flow reports.
- 2. Bookkeeping:** Maintain accurate financial records, including accounts payable and receivable, payroll, and general ledger entries.
- 3. Inventory Accounting:** Monitor and account for stock levels, including managing costs associated with inventory purchases,

shrinkage, and adjustments.

4. Budgeting and Forecasting: Assist in the preparation of budgets and forecasts, ensuring they align with the financial objectives of the retail business.

5. Tax Compliance: Prepare and file tax returns and ensure compliance with all tax regulations, including VAT, sales tax, and other applicable taxes.

6. Cost Control: Monitor expenses and suggest cost-saving measures without compromising on the quality of services.

7. Accounts Reconciliation: Perform monthly reconciliations of bank accounts, credit card statements, and other financial records to ensure accuracy.

8. Internal Controls: Develop and enforce internal financial controls and procedures to safeguard company assets.

9. Audit Support: Coordinate with external auditors during financial audits and provide necessary documentation.

10. Financial Analysis: Analyze financial data to identify trends, variances, and opportunities for improvement within the retail operations.

#### Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field.
- Proven experience in accounting, preferably in a retail environment.
- Strong knowledge of retail accounting principles, inventory management, and cost control.
- Proficiency in accounting software (e.g., QuickBooks, Xero) and MS Office Suite (especially Excel).
- Excellent analytical and problem-solving skills.
- Strong attention to detail and accuracy.
- Ability to work independently and meet tight deadlines.

#### How to Apply:

Interested candidates should submit their resume and cover letter to [L.recruiter@fmragency.com](mailto:L.recruiter@fmragency.com).

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# Corporate Legal Advisor Position in Lekki Phase 1

**Job Title:** Corporate Legal Advisor

**Location:** Lekki Phase 1, Lagos

**Salary:** ₦200,000 – ₦250,000 (Monthly Gross)

**Employment Type:** Full-Time | Onsite

## Join a Leading Microfinance Bank as a Corporate Legal Advisor!

A Microfinance Bank located in Lekki Phase 1 is looking for an experienced **Corporate Legal Advisor** to provide legal expertise and ensure the bank complies with all regulatory requirements. This role will involve advising executives on legal matters, drafting and revising legal documents, and ensuring the company's operations adhere to relevant laws.

### Key Responsibilities:

- Draft and revise various legal documents, ensuring accuracy and compliance.
- Assist in coordinating statutory and quarterly board meetings.
- Provide advice on corporate governance, administrative issues, and related matters.
- Negotiate and draft contracts to support business operations.

### Qualifications:

- Undergraduate degree from a recognized law school.
- Must be a licensed attorney with the legal right to practice.

**How to Apply:**

Interested and qualified candidates should send their CV to [dayspringconsulting2022@gmail.com](mailto:dayspringconsulting2022@gmail.com) using the job title "Corporate Legal Advisor" as the subject of the email.

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# **Risk and Compliance Manager Needed at a Microfinance Bank in Lekki – ₦400K-₦450K Salary**

**Job Title:** Risk and Compliance Manager

**Location:** Lekki Phase 1, Lagos

**Salary:** ₦400,000 – ₦450,000 (Monthly Gross)

**Employment Type:** Full-Time

## **Join a Leading Microfinance Bank as a Risk and Compliance Manager!**

A Microfinance Bank based in Lekki Phase 1 is seeking an experienced **Risk and Compliance Manager** to oversee and implement risk management strategies while ensuring compliance with regulatory policies. This is an exciting opportunity for individuals with a strong background in risk management and compliance within the financial services industry.

### **Key Responsibilities:**

- Oversee and enforce the bank's risk management policies.
- Develop and implement effective risk management strategies.
- Ensure staff compliance with KYC (Know Your Customer), AML (Anti-Money Laundering), and CTF (Counter-Terrorist Financing) policies.

- Establish systems to manage, monitor, and control credit, market, and operational risks within the bank.

### **Qualifications:**

- A minimum degree in **Finance, Law, Accounting, Economics, or Business Administration.**
- A solid background in law will be an added advantage.
- At least 4 years of experience in **risk management, internal control, or audit** within the financial services sector.

### **How to Apply:**

Interested and qualified candidates should send their CV to **dayspringconsulting2022@gmail.com** using the job title "Risk and Compliance Manager" as the subject of the email.