

VACANCY FOR THE POST OF PACKAGING & ARRANGEMENT ASSISTANTS (BACK-END STAFF) IN LEKKI, LAGOS

We are a growing fresh flower distribution company located in Lekki, Lagos, seeking passionate and dedicated individuals to join our dynamic team. We are currently hiring for the role of Packaging & Arrangement Assistants (Back-End Staff).

Job Summary:

The Packaging & Arrangement Assistant will support in arranging and packaging fresh flowers and gift items to meet the company's quality standards. This is a hands-on role suitable for hardworking, detail-oriented, and teachable individuals.

Responsibilities:

- Assist in arranging and packaging flowers and gift items.
- Maintain a clean and organized workspace.
- Ensure orders are packaged correctly and on time.
- Support the supervisor and logistics team in daily operations.

Requirements:

- Minimum SSCE certificate.
- Hardworking, teachable, and detail-oriented.
- Ability to work in a team and follow instructions.
- Previous packaging or flower arrangement experience is an advantage.

Benefits:

- Competitive salary.
- On-the-job training.
- Career advancement opportunities.
- Friendly and team-oriented work environment.

□ **How to Apply:** Interested candidates should send their CV to hr@globalclique.net using *Packaging & Arrangement Assistant* as the subject.

VACANCY FOR THE POST OF AN OPERATIONS SUPERVISOR (ORDERS & GIFT PACKAGES) IN LEKKI, LAGOS

About the Company:

We are a growing fresh flower distribution company located in Lekki, Lagos, seeking passionate and dedicated individuals to join our dynamic team. We are currently hiring for the role of an Operations Supervisor (Orders & Gift Packages).

Job Summary:

The Operations Supervisor will oversee the end-to-end process of customer orders, from order-taking to packaging, delivery, and documentation. This role requires leadership, attention to detail, and the ability to ensure seamless coordination across teams.

Responsibilities:

- Supervise and manage order-taking, packaging, and deliveries.

- Ensure all flower arrangements and gift packages meet quality standards.
- Monitor and record all deliveries and receipts.
- Lead, train, and manage the packaging assistants.
- Collaborate with the logistics team to ensure timely deliveries.

Requirements:

- OND/HND/B.Sc. in any relevant field.
- 3–5 years of experience in operations, customer service, or supervisory roles.
- Strong leadership and organizational skills.
- Excellent communication and problem-solving abilities.

Benefits:

- Attractive salary package.
- Paid leave entitlements.
- Career advancement opportunities.
- Supportive and professional work environment.

How to Apply: Interested candidates should send their CV to **hr@globalclique.net** using *Operations Supervisor* as the subject.

VACANCY FOR THE POST OF A LOGISTICS & DELIVERY OFFICER IN LEKKI, LAGOS

About the Company:

We are a growing fresh flower distribution company located in Lekki, Lagos, seeking passionate and dedicated individuals to join our dynamic team. We are currently hiring for the role of a Logistics & Delivery Officer.

Job Summary:

The Logistics & Delivery Officer will be responsible for coordinating all deliveries with dispatch riders and ensuring timely, precise, and safe delivery of fresh flowers and gift items. This role requires strong organizational skills and excellent attention to detail.

Responsibilities:

- Coordinate and supervise dispatch riders for timely deliveries.
- Ensure products are delivered accurately and in perfect condition.
- Track deliveries and resolve any delivery issues.
- Maintain accurate records of deliveries and receipts.
- Liaise with the operations team to ensure smooth dispatch processes.

Requirements:

- Minimum HND/B.Sc. in a relevant field.
- At least 2–3 years of experience in logistics, operations, or delivery coordination.
- Strong organizational and communication skills.
- Good knowledge of Lagos road networks (especially Lekki).
- Must be reliable, punctual, and detail-oriented.

Benefits:

- Competitive salary.

- Performance bonuses.
- Transport allowance.
- Career growth opportunities within the company.

How to Apply:

Interested candidates should send their CV to hr@globalclique.net using Logistics & Delivery Officer as the subject.

VACANCY: BOOKSHOP SALES / CUSTOMER SERVICE REPRESENTATIVE – LEKKI PHASE 1

About the Company

We are a reputable and fast-growing retail business in the book and stationery industry. Our bookshop is committed to promoting a strong reading culture by providing a wide variety of books, educational resources, and lifestyle products in a welcoming environment.

Job Summary

We are seeking an enthusiastic **Sales / Customer Service Representative** to join our bookshop team. The ideal candidate will provide excellent customer service, assist customers with book selections, handle sales transactions, and support the overall day-to-day operations of the store.

Key Responsibilities

- Welcome and attend to customers, providing guidance on book selections.
- Handle sales transactions, POS operations, and cash reconciliation.
- Ensure shelves are well stocked, organized, and visually appealing.
- Maintain accurate inventory records and assist in stock management.
- Handle customer inquiries, complaints, and after-sales support.
- Support promotional activities, book launches, and reading events.
- Maintain a clean, safe, and engaging shop environment.

Requirements

- OND / HND / B.Sc. in Business Admin, Marketing, English, or related field.
- 1–3 years' proven experience in retail sales or customer service (experience in a bookstore, lifestyle shop, or supermarket is an advantage).
- Strong communication and interpersonal skills.
- Basic computer knowledge (MS Office, POS, or inventory software).
- Passion for books, reading, and customer engagement.
- Reliable, detail-oriented, and able to work under minimal supervision.

Benefits

- Competitive salary.

- Growth opportunities within the retail/education sector.
- Training and professional development.
- Friendly and collaborative work environment.

How to Apply

Interested and qualified candidates should send their CV to:
hr@globalclique.net

Email Subject Line MUST read:

Application for Bookshop Sales / Customer Service Representative – Lekki Phase 1

Only shortlisted candidates will be contacted.

VACANCY: SALES / CUSTOMER EXPERIENCE PERSONNEL – IKEJA, LAGOS

About the Company

Our Company is a fast-growing interior design and furnishing company that specializes in creating stylish, functional, and affordable living and working spaces. With a strong commitment to customer satisfaction, we provide high-quality furniture, décor, and bespoke design solutions tailored to our clients' needs.

Job Summary

We are seeking a motivated and customer-focused **Sales /**

Customer Experience Personnel to join our team. The successful candidate will be responsible for driving sales, maintaining excellent client relationships, and ensuring that every customer enjoys a seamless and satisfying experience with our products and services.

Key Responsibilities

- Greet, engage, and assist walk-in customers with product inquiries.
- Promote and sell furniture and interior products to new and existing clients.
- Provide detailed information on product features, pricing, and availability.
- Ensure excellent customer service by addressing complaints and following up on client satisfaction.
- Maintain accurate sales records, prepare reports, and update customer databases.
- Collaborate with the design and operations team to ensure smooth service delivery.
- Actively contribute to achieving monthly sales targets.

Requirements

- OND / HND / B.Sc. in Marketing, Business Administration, or a related field.
- 1–5 years' proven experience in **sales, retail, or customer service**, preferably in furniture, interior design, or lifestyle products.
- Strong communication, negotiation, and interpersonal skills.
- A customer-first mindset with the ability to handle complaints professionally.
- Proficiency in MS Office and basic use of CRM or POS systems.
- Passion for interior design and trends will be an added advantage.

Benefits

- Attractive base salary plus commission on sales.
- Career growth opportunities in sales and customer management.
- Exposure to the interior design and furnishing industry.
- Supportive and collaborative work environment.

How to Apply

Interested and qualified candidates should send their CV to:
hr@globalclique.net

mail Subject Line MUST read:

Application for Sales / Customer Experience Personnel

Only applications with the correct subject line will be considered.

VACANCY: ADMINISTRATIVE ASSISTANT WITH DIGITAL SKILLS – AJAH, LAGOS

About the Role

We are seeking a detail-oriented and tech-savvy Administrative Assistant with Digital Skills to support our real estate operations in Ajah, Lagos. The ideal candidate will be highly organized, digitally skilled, and capable of balancing traditional administrative tasks with modern digital responsibilities.

Key Responsibilities

Manage office administration including calendars, meetings, travel logistics, and supplies.

Maintain digital filing systems using Microsoft 365 and Google Workspace.

Prepare and format reports, spreadsheets, and presentations.

Handle communication with internal and external stakeholders via email, WhatsApp Business, Zoom, and Teams.

Support social media management: content posting, basic graphics using Canva, and engagement on platforms such as Facebook and Instagram.

Update CRM systems and databases while serving as the first point of contact for clients.

Provide basic IT support, including troubleshooting issues with printers, connectivity, and office software.

Requirements

OND / NCE / HND / B.Sc. in Secretarial Studies, Business Administration, or a related field.

1–3 years' proven experience in an administrative role.

Strong knowledge of MS Office Suite (Word, Excel, PowerPoint) and Google Workspace.

Proficiency with communication tools: WhatsApp Business, Zoom, Teams, and Slack.

Basic design skills with Canva or similar software.

Excellent written and verbal communication skills.

High level of discretion, reliability, and professionalism.

Ability to multitask, stay proactive, and work in a fast-paced environment.

Benefits

Competitive salary with growth potential.

Opportunities for continuous training and professional development.

Career progression within the real estate sector.

Supportive and dynamic work environment.

How to Apply

Interested and qualified candidates should send their CV to: hr@globalclique.net

Email Subject Line MUST read:

☐ *Application for Administrative Assistant with Digital Skills*

⚠☐ Only applications with the correct subject line and CV in PDF format will be reviewed.

Vacancy: Estate Surveyor & Valuer –Ikeja, Lagos

About the Company:

We are a reputable firm of Estate Surveyors and Valuers in Nigeria, providing professional real estate services across property valuation, estate agency, property management, facility management, and consultancy. With a strong commitment to integrity, professionalism, and excellence, the firm has built a trusted reputation for delivering tailored real estate solutions to clients in both private and public sectors.

Job Summary:

We are seeking a qualified and result-driven Estate Surveyor & Valuer to join a reputable real estate practice. The successful candidate will be responsible for carrying out valuations, property inspections, leasing, sales, management, and advisory services while ensuring compliance with professional standards and delivering high-quality client service.

Responsibilities:

Conduct property inspections, valuations, and feasibility studies.

Prepare accurate and timely valuation reports and related documentation.

Handle property sales, leasing, acquisitions, and management.

Provide expert advisory services on real estate investment and market trends.

Liaise with clients, property owners, government agencies, and regulatory bodies.

Maintain strong client relationships and ensure customer satisfaction.

Ensure compliance with industry standards, statutory regulations, and company policies.

Requirements:

HND / B.Sc. in Estate Management or related field.

Membership of NIESV and registration with ESVARBON is mandatory.

Minimum of 5- 10 years post-NYSC experience in property valuation and estate management.

Sound knowledge of property laws, market dynamics, and investment analysis.

Proficiency in MS Office (Word, Excel, PowerPoint) and valuation tools/software.

Strong negotiation, analytical, and report writing skills.

Excellent communication and interpersonal abilities.

Integrity, professionalism, and the ability to work independently or as part of a team.

Benefits:

Competitive salary package.

Professional development opportunities.

Exposure to diverse real estate portfolios.

Opportunity to work with a respected and established firm.

How to Apply:

Interested and qualified candidates should send their CVs to hr@globalclique.net using "Estate Surveyor & Valuer in Ikeja" as the subject of the email.

Vacancy: Personal Assistant to the CEO – Ikoyi, Lagos

About the Company:

We are a diversified transportation conglomerate with operations spanning logistics, haulage, fleet management, and passenger transport solutions. With a strong footprint across Nigeria and a reputation for operational excellence, the company is committed to innovation, efficiency, and superior service delivery in the transportation sector.

Job Summary:

We are seeking a highly organized and proactive **Personal Assistant** to provide executive support to the CEO of a leading transportation conglomerate. The successful candidate will be responsible for managing schedules, coordinating meetings, preparing documents, and handling confidential matters with discretion while ensuring smooth daily operations at the executive level.

Responsibilities:

- Provide high-level administrative and executive support to the CEO.
- Manage calendars, appointments, meetings, and travel arrangements.
- Draft, review, and manage correspondence, reports, and presentations.
- Liaise with internal teams, business partners, and external stakeholders on behalf of the CEO.
- Handle confidential information with the highest level of professionalism and discretion.
- Ensure timely reminders, task follow-ups, and effective workflow management.
- Support the CEO in project coordination and business research as required.
- Maintain efficient filing systems and documentation management.

Requirements:

- HND / B.Sc. in Business Administration, Secretarial Studies, or a related field.
- Minimum of 3–5 years' experience as a Personal Assistant, Executive Assistant, or in a similar role.
- Excellent communication, writing, and interpersonal skills.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and digital collaboration tools.
- Strong organizational and multitasking skills with keen attention to detail.
- High level of discretion, integrity, and professionalism in handling sensitive information.
- Ability to work under pressure, meet deadlines, and adapt to a fast-paced executive environment.
- Proactive, resourceful, and confident with problem-solving skills.

Benefits:

- Competitive salary package.
- Opportunity to work closely with the CEO of a leading transportation conglomerate.
- Career development and exposure to high-level corporate strategy.
- Professional and dynamic work environment.

How to Apply:

Interested and qualified candidates should send their CVs to **hr@globalclique.net** using *“Personal Assistant in Ikoyi”* as the subject of the email.

Vacancy: Admin / HR Officer – Lagos

About the Organization:

Our firm is a professional body committed to advancing the practice of estate surveying and valuation. The institution promotes ethical standards, professional development, and knowledge sharing within the real estate industry while ensuring value-driven contributions to the Nigerian economy.

Job Summary:

We are hiring an **Admin / HR Officer** to manage administrative operations, coordinate human resource functions, ensure compliance with organizational policies, and support staff welfare and development.

Responsibilities:

- Manage day-to-day administrative operations.
- Coordinate recruitment, onboarding, and employee records.

- Implement HR policies, procedures, and best practices.
- Oversee staff performance management and appraisal systems.
- Handle staff welfare, training, and development programs.
- Maintain compliance with labor laws and organizational policies.
- Prepare HR and administrative reports for management.

Requirements:

- B.Sc./HND in Business Administration, Human Resource Management, or related field.
- 1–3 years proven experience in administration or HR.
- Knowledge of HR processes, labor laws, and compliance requirements.
- Excellent communication, interpersonal, and organizational skills.
- Proficiency in Microsoft Office Suite.
- Strong problem-solving and multitasking abilities.
- High level of discretion, integrity, and professionalism.

Benefits:

- Competitive salary.
- Career growth and professional development.
- Exposure to administrative and HR best practices.
- Opportunity to work with a reputable professional institution.

How to Apply:

Interested and qualified candidates should send their CVs to **hr@globalclique.net** using *"Admin / HR Officer "* as the subject of the email.

Vacancy: Accountant – Lagos

About the Organization:

Our firm is a professional body committed to advancing the practice of estate surveying and valuation. The institution promotes ethical standards, professional development, and knowledge sharing within the real estate industry while ensuring value-driven contributions to the Nigerian economy.

Job Summary:

We are looking for an **Accountant** to maintain accurate financial records, prepare financial reports, manage budgets, and ensure compliance with financial regulations and procedures.

Responsibilities:

- Maintain accurate and up-to-date financial records.
- Prepare financial statements, budgets, and monthly reports.
- Monitor income, expenditure, and bank reconciliations.
- Ensure compliance with statutory tax laws and financial regulations.
- Support external and internal audits.
- Provide financial advice to management on budgetary control and planning.

Requirements:

- B.Sc./HND in Accounting, Finance, or related discipline.
- 1–3 years relevant accounting experience.
- Knowledge of accounting principles and financial reporting standards.
- Proficiency in accounting software (QuickBooks, Sage, or similar).

- Strong analytical and numerical skills.
- High attention to detail, integrity, and professionalism.
- Good communication and organizational skills.

Benefits:

- Competitive salary.
- Career development and training opportunities.
- Exposure to accounting and financial management in a professional body.
- Stable and supportive work environment.

How to Apply:

Interested and qualified candidates should send their CVs to **hr@globalclique.net** using *"Accountant in Lagos"* as the subject of the email.