

# Vacancy: Program 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 seeking a **Program Officer** to plan, coordinate, and oversee the execution of institutional programs and initiatives. The ideal candidate will ensure alignment with strategic objectives while delivering measurable impact and maintaining quality standards.

## **Responsibilities:**

- Assist in planning, organizing, and executing programs and events.
- Coordinate stakeholders, partners, and participants to ensure smooth program delivery.
- Monitor and evaluate program activities and outcomes.
- Prepare progress reports and maintain program documentation.
- Provide support in fundraising, advocacy, and strategic initiatives.
- Ensure all programs comply with institutional standards and policies.

## **Requirements:**

- HND/ B.Sc in Social Sciences, Management, or related discipline.
- 1–3 years of relevant experience in program coordination or administration.

- Strong organizational and project management skills.
- Excellent communication and report writing ability.
- Proficiency in Microsoft Office Suite.
- Ability to work collaboratively in a team and multitask effectively.

**Benefits:**

- Competitive salary.
- Professional growth and development opportunities.
- Exposure to program design and stakeholder engagement.
- Opportunity to work in a reputable professional body.

**How to Apply:**

Interested and qualified candidates should send their CVs to [hr@globalclique.net](mailto:hr@globalclique.net) using "*Program Officer in Lagos*" as the subject of the email.

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# **Vacancy: Confidential Secretary – Lagos Island**

**About the Company:**

We are a leading firm of Estate Surveyors and Valuers in Nigeria, specializing in property valuation, estate agency, property management, facility management, and real estate consultancy. With a reputation for excellence and integrity, the firm provides tailored solutions to meet diverse client needs in both the private and public sectors.

**Job Summary:**

We are looking for a highly organized and discreet **Confidential Secretary** to provide executive-level administrative and secretarial support for a professional services firm.

### **Responsibilities:**

- Manage executive schedules, meetings, and appointments.
- Draft, review, and prepare official documents and reports.
- Handle sensitive and confidential information with discretion.
- Maintain filing systems and safeguard confidential records.
- Liaise with internal and external stakeholders on behalf of executives.
- Provide general administrative and clerical support to management.

### **Requirements:**

- HND / B.Sc. in Secretarial Studies, Business Administration, or related field.
- 3–5 years proven experience as a confidential or executive secretary.
- Excellent communication and interpersonal skills.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook).
- High level of discretion, integrity, and professionalism.
- Strong organizational and multitasking skills.
- Ability to work under pressure and meet deadlines.

## **Benefits:**

- Competitive salary.
- Opportunity to work with senior executives.
- Professional development and learning opportunities.
- Stable and reputable work environment.

## **How to Apply:**

Interested and qualified candidates should send their CVs to [hr@globalclique.net](mailto:hr@globalclique.net) using "*Confidential Secretary in Lagos Island*" as the subject of the email.

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# **Vacancy: Facility Manager – Victoria Island**

## **About the Company:**

We are a leading firm of Estate Surveyors and Valuers in Nigeria, specializing in property valuation, estate agency, property management, facility management, and real estate consultancy. With a reputation for excellence and integrity, the firm provides tailored solutions to meet diverse client needs in both the private and public sectors.

## **Job Summary:**

We are seeking a competent **Facility Manager** to manage and maintain properties and infrastructure for a dynamic real estate and consultancy firm. The ideal candidate will ensure smooth operations, safety compliance, and cost-effective management of facilities.

## **Responsibilities:**

- Supervise maintenance of buildings, equipment, and infrastructure.
- Manage facility services such as security, cleaning, utilities, and waste disposal.
- Develop and implement preventive maintenance schedules.
- Negotiate and oversee service contracts with vendors.
- Monitor budgets and ensure cost efficiency in facility operations.
- Ensure compliance with health, safety, and environmental standards.
- Prepare facility management reports and recommendations.

### **Requirements:**

- HND / B.Sc. in Estate Management, Engineering, Facilities Management, or related field.
- 3–6 years of proven experience in facility management.
- Knowledge of building systems, mechanical/electrical operations.
- Strong project management and vendor management skills.
- Proficiency in MS Office and facility management software.
- Excellent organizational and problem-solving abilities.
- Ability to manage multiple sites and work under pressure.
- Strong leadership and interpersonal skills.

### **Benefits:**

- Competitive salary package.
- Opportunity to work with diverse property portfolios.
- Professional development and career progression.
- Stable and supportive work environment.

### **How to Apply:**

Interested and qualified candidates should send their CVs to [hr@globalclique.net](mailto:hr@globalclique.net) using "*Facility Manager in Lagos Island*" as the subject of the email.

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# **Vacancy: Accountant / Admin Manager – Lagos Island**

## **About the Company:**

We are a leading firm of Estate Surveyors and Valuers in Nigeria, specializing in property valuation, estate agency, property management, facility management, and real estate consultancy. With a reputation for excellence and integrity, the firm provides tailored solutions to meet diverse client needs in both the private and public sectors.

## **Job Summary:**

We are recruiting an **Accountant / Admin Manager** to oversee financial operations, ensure compliance with statutory regulations, and coordinate administrative processes for a well-established professional services firm.

## **Responsibilities:**

- Manage and maintain accurate financial records and accounts.
- Prepare financial statements, budgets, and management reports.
- Ensure compliance with tax laws and statutory requirements.
- Handle payroll processing, invoicing, and reconciliations.
- Develop and implement effective financial controls.
- Oversee general office administration and staff supervision.

- Coordinate procurement, logistics, and office resources.

### **Requirements:**

- HND / B.Sc. in Accounting, Finance, or related discipline.
- ACA/ACCA certification is an added advantage.
- 5–8 years relevant experience in accounting and administration.
- Proficiency in accounting software (QuickBooks, Sage, Excel).
- Strong knowledge of Nigerian tax laws and regulatory compliance.
- Excellent organizational, leadership, and multitasking skills.
- Strong communication and interpersonal abilities.
- High attention to detail and integrity in financial reporting.

### **Benefits:**

- Attractive and competitive remuneration.
- Professional growth and career advancement opportunities.
- Supportive and structured work environment.
- Opportunity to work in a reputable consulting firm.

### **How to Apply:**

Interested and qualified candidates should send their CVs to **hr@globalclique.net** using *“Accountant / Admin Manager in Lagos Island”* as the subject of the email.

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# Vacancy: Estate Surveyor – Lagos Island

## **About the Company:**

We are a leading firm of Estate Surveyors and Valuers in Nigeria, specializing in property valuation, estate agency, property management, facility management, and real estate consultancy. With a reputation for excellence and integrity, the firm provides tailored solutions to meet diverse client needs in both the private and public sectors.

## **Job Summary:**

We are seeking a highly skilled **Estate Surveyor** to join a reputable real estate and valuation practice. The successful candidate will be responsible for property valuation, leasing, management, and professional advisory services while ensuring high standards of service delivery.

## **Responsibilities:**

- Conduct property inspections, valuations, and feasibility studies.
- Manage client portfolios including property leasing, sales, and acquisitions.
- Prepare accurate valuation reports and property documentation.
- Liaise with clients, property owners, and regulatory authorities.
- Provide expert advice on property market trends and investment opportunities.

## **Requirements:**

- HND / B.Sc. in Estate Management or related field.
- Membership of NIESV/ESVARBON is mandatory.
- Minimum of 7 years post-NYSC experience in property valuation and real estate management.
- Excellent knowledge of property laws, market dynamics, and investment analysis.
- Proficiency in MS Office (Word, Excel, PowerPoint) and valuation software/tools.
- Strong negotiation, marketing, and client relationship management skills.
- High attention to detail with strong report writing ability.
- Ability to work independently and as part of a team under tight deadlines.
- Integrity, professionalism, and strong ethical standards.

## **Benefits:**

- Competitive salary package.
- Career growth and professional development opportunities.
- Exposure to high-value property portfolios.
- Opportunity to work with a reputable and established firm.

## **How to Apply:**

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

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# **Job Vacancy: Estate Surveyor – Oniru Estate, Victoria Island Extension, Lagos**

## About the Company

Our Company is a reputable firm of Estate Surveyors and Valuers, committed to delivering excellence in property valuation, estate management, agency, and real estate advisory services. With a client base spanning residential, commercial, and high-value real estate markets, we uphold professionalism, integrity, and innovation in all our engagements.

## Job Brief

We are looking for a competent and motivated Estate Surveyor to join our team in Oniru Estate, Victoria Island Extension. The ideal candidate will be responsible for valuations, property management, agency, inspections, client relations, and advisory services, while ensuring compliance with professional standards and company objectives.

This is an excellent opportunity for a professional surveyor with strong analytical and interpersonal skills to thrive in a fast-paced, high-value property environment.

## Key Responsibilities

- Conduct property valuation and prepare accurate valuation reports in line with industry standards.
- Manage residential and commercial properties within the portfolio, ensuring tenant satisfaction and profitability.
- Market and lease properties, including handling inspections,

negotiations, and closing deals.

- Maintain strong client relationships by providing professional advice on real estate investments and market trends.
- Ensure compliance with regulatory requirements and professional codes of practice.
- Prepare and submit timely management, agency, and valuation reports.
- Support the Principal Partner/Managing Surveyor in day-to-day operations.

#### Requirements

- B.Sc. / HND in Estate Management from a recognized institution.
- Membership of NIESV and registration with ESVARBON (or in advanced stages of registration) is highly desirable.
- 2–4 years' proven post-NYSC experience in estate surveying and valuation.
- Strong knowledge of Lagos property market, especially Victoria Island and Lekki axis.
- Excellent communication, negotiation, and client management skills.
- Proficiency in Microsoft Office Suite and property management software.
- Ability to work independently and meet deadlines.

#### Compensation & Benefits

- Competitive salary package.
- Performance-based incentives.

- Professional growth and training opportunities.
- Exposure to prime property markets in Lagos.

#### How to Apply

Interested and qualified candidates should send their CV to: [hr@globalclique.net](mailto:hr@globalclique.net) with the Subject Line: "Estate Surveyor in Oniru Estate, Lagos"

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# **Job Vacancy: Content Creator & Digital Marketer – Lekki, Lagos**

#### About the Company

Our Company is a forward-thinking real estate company dedicated to delivering quality housing solutions and exceptional investment opportunities in Nigeria. With a strong presence in the Lekki and Lagos Island property markets, we are committed to innovation, client satisfaction, and excellence in property development, sales, and marketing.

#### Job Brief

We are seeking a creative and versatile Content Creator & Digital Marketer to join our marketing team. The ideal candidate will be responsible for creating engaging content, managing our digital platforms, and executing online marketing campaigns that drive visibility, brand growth, and lead generation.

This role requires a mix of creativity, analytical thinking, and digital marketing expertise to help position our company as a top choice in the real estate sector.

## Key Responsibilities

- Develop, plan, and execute content strategies across social media, website, and digital channels.
- Create engaging content including graphics, videos, captions, blog posts, and newsletters to promote real estate products and services.
- Manage and grow the company's social media platforms (Instagram, Facebook, LinkedIn, Twitter, TikTok, YouTube, etc.).
- Run digital ad campaigns (Facebook Ads, Google Ads, Instagram Ads) to generate quality leads.
- Monitor, analyze, and report on digital campaign performance using analytics tools.
- Stay updated on digital trends, social media best practices, and competitor strategies.
- Collaborate with the sales team to align content and campaigns with business objectives.

## Requirements

- B.Sc. / HND in Marketing, Mass Communication, Digital Media, or related field.
- 2–3 years' proven experience as a Content Creator, Digital Marketer, or similar role (real estate experience is an advantage).
- Strong skills in content writing, graphic design (Canva, Photoshop, CorelDraw), and video editing (CapCut, Adobe Premiere, etc.).
- Proficiency in managing paid ad campaigns on Facebook, Instagram, Google, and LinkedIn.
- Strong knowledge of SEO, SEM, and social media algorithms.
- Excellent communication and storytelling skills.
- Self-driven, creative, and able to meet deadlines with minimal supervision.

## Compensation & Benefits

- Competitive salary package.
- Performance bonuses tied to campaign results and lead conversions.

- Growth opportunities within the real estate marketing space.
- Exposure to high-value property markets in Lagos.

#### How to Apply

Interested and qualified candidates should send their CV to [hr@globalclique.net](mailto:hr@globalclique.net) with the Subject Line: "Content Creator & Digital Marketer"

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## **Vacancy: Field Sales / Marketing Associate (Remote) – Lagos**

#### Job Information

We are seeking a proactive and results-driven Field Sales / Marketing Associate to join our team. This role is focused on promoting and marketing paint and cleaning products to estates, residential communities, and property developments across prime neighborhoods in Lagos.

The ideal candidate will be confident, persuasive, and able to independently drive sales while working remotely in the field. The position requires consistent reporting of daily/weekly activities to the Head Office via electronic channels, with clear sales targets and performance metrics to be achieved.

#### Key Responsibilities

- Market and promote company products (paint and cleaning solutions) to estates, residential properties, and prime neighborhoods in Lagos.
- Build and maintain strong customer relationships with property managers, developers, and estate representatives.

- Achieve weekly and monthly sales targets as assigned.
- Submit timely and accurate sales reports and updates electronically to the Head Office.
- Conduct market research to identify potential clients, opportunities, and competitive trends.
- Represent the company professionally in all interactions with prospects and customers.

### Requirements

- Minimum HND / B.Sc. in Marketing, Business, or related field (experience in sales may substitute).
- 1–3 years' proven experience in sales, marketing, or field operations (FMCG, paints, cleaning, or building products preferred).
- Strong interpersonal and communication skills.
- Self-motivated, target-driven, and able to work with minimal supervision.
- Familiarity with Lagos prime neighborhoods and estates is an added advantage.
- Proficiency with smartphones and electronic reporting tools.

### Compensation & Benefits

- Competitive base salary.
- Attractive commission on sales achieved.
- Performance bonuses tied to targets.
- Career growth opportunities.

### How to Apply

Interested and qualified candidates should send their CV to [hr@globalclique.net](mailto:hr@globalclique.net) with the Subject Line: "Field Sales / Marketing Associate (Remote)"

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# VACANCY FOR THE POSITION OF REAL ESTATE SALES EXECUTIVE IN AJAH, LAGOS

## About the Company

We are a forward-thinking real estate firm specializing in property sales, leasing, management, and valuation. We are committed to delivering accurate and professional real estate solutions to our clients while upholding the highest standards of integrity and excellence.

## Job Summary

We are seeking a result-driven **Real Estate Sales Executive** to identify new business opportunities, close property deals, and build long-term relationships with clients. The ideal candidate must have strong sales and negotiation skills, a good understanding of the local property market, and the ability to work under minimal supervision while meeting sales targets.

## Key Responsibilities

- Promote and sell the company's properties to potential clients.
- Identify, develop, and maintain relationships with new and existing customers.
- Conduct property viewings and provide accurate property details to clients.
- Negotiate sales agreements and ensure legal requirements are met.
- Achieve and exceed monthly sales targets.
- Stay updated on market trends, competitors, and property values.
- Maintain a database of prospective clients and follow up

consistently.

### **Requirements & Qualifications**

- OND/HND/B.Sc. in Marketing, Estate Management, or a related field.
- Minimum of 5 years' proven experience in real estate sales or a related sales role.
- Excellent communication, presentation, and negotiation skills.
- Self-motivated and target-oriented.
- Proficiency in Microsoft Office and CRM tools.
- Good knowledge of the Lekki/Ajah Lagos real estate market is an advantage.

### **Benefits**

- Attractive commissions on sales in addition to basic pay.
- Career growth opportunities.
- Professional development and training.
- Conducive working environment.

### **Application Method:**

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

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**VACANCY FOR THE POSITION OF  
REAL ESTATE VALUER IN AJAH,**

# LAGOS

## About the Company

We are a forward-thinking real estate firm specializing in property sales, leasing, management, and valuation. We are committed to delivering accurate and professional real estate solutions to our clients while upholding the highest standards of integrity and excellence.

## Job Summary

We are seeking an experienced **Real Estate Valuer** to carry out accurate property valuations, prepare detailed valuation reports, and provide professional advice on property values for various purposes, including sales, purchases, mortgage, insurance, and investments. The ideal candidate must possess strong analytical skills, a deep understanding of the local property market, and sound knowledge of valuation methods.

## Key Responsibilities

- Conduct detailed inspections and assessments of properties.
- Research and analyze property market trends and comparable sales data.
- Prepare and present comprehensive valuation reports.
- Provide valuation services for various purposes (sales, mortgage, insurance, taxation, etc.).
- Liaise with clients, property owners, and industry stakeholders.
- Maintain updated knowledge of property laws, regulations, and valuation standards.

## **Requirements & Qualifications**

- HND/ B.Sc. in Estate Management or related field.
- Minimum of 5 years' proven experience as a Real Estate Valuer.
- Membership with the Nigerian Institution of Estate Surveyors and Valuers (NIESV) is an added advantage.
- Strong analytical, negotiation, and communication skills.
- Proficiency in Microsoft Office and valuation software tools.
- Excellent knowledge of the local real estate market.

## **Benefits**

- Competitive salary and performance incentives.
- Career growth opportunities.
- Professional development and training.
- Conducive working environment.

## **HOW TO APPLY:**

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