

Vacancy for Entry-Level Site Manager/Engineer.

Recruitment Company: Globalclique HR

Job Vacancy: Entry-Level Site Manager/Engineer

Location: Wuye, Abuja

Job Type: Full-Time

Job Description:

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We are seeking a motivated and detail-oriented Entry-Level Site Manager/Engineer to join our dynamic team in Wuye, Abuja. The successful candidate will oversee on-site construction activities, ensure projects meet specifications, and assist in maintaining a safe and efficient working environment.

Requirements:

Ability to read and interpret technical drawings and specifications.

Strong problem-solving skills and attention to detail.

Basic knowledge of construction processes, materials, and health & safety standards.

Good communication and interpersonal skills.

Proficiency in using Microsoft Office Suite and other relevant software.

Willingness to learn and grow within the company.

Ability to work under pressure and meet deadlines.

Job Responsibilities:

Supervise and coordinate on-site construction activities.

Monitor project progress and ensure timelines are adhered to.

Ensure compliance with building codes, safety regulations, and quality standards.

Assist in preparing site reports, schedules, and other necessary documentation.

Liaise with subcontractors, architects, and other stakeholders to ensure project success.

Inspect materials and workmanship to ensure they meet project specifications.

Identify and resolve any issues that arise during construction.

Support senior management with administrative tasks related to project management.

Job Qualifications:

HND/Bachelor's degree in Civil Engineering, Building Technology, Construction Management, or related field.

NYSC completion or exemption certificate.

Relevant work experience (e.g., internship or industrial training) is an advantage but not mandatory.

Professional certification is a plus.

How to Apply:

Interested candidates should send their CV and cover letter to hr@globalclique.net with the subject line "Entry-Level Site Manager/Engineer Application – Wuye"

Join us to build a solid foundation for your career while contributing to the growth of our organization.

Entry-Level Accountant/Bookkeeping Personnel.

Recruitment Company: Globalclique HR

Job Vacancy: Entry-Level Accountant/Bookkeeping Personnel

Location: Wuye, Abuja

Job Type: Full-Time

Work Hours: 8:00 AM – 5:00 PM

Salary: #80,000

Years of Working Experience: Entry Level

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Job Description:

We are seeking a detail-oriented and organized Entry-Level Accountant/Bookkeeping Personnel to join our team in Wuye, Abuja. The ideal candidate will support the finance department in maintaining accurate financial records, ensuring compliance with company policies, and facilitating seamless financial operations.

Requirements:

Strong numerical skills and attention to detail.

Proficiency in Microsoft Office Suite, especially Excel.

Familiarity with basic accounting software is an added advantage.

Good organizational and time-management skills.

Ability to work independently and as part of a team.

Strong written and verbal communication skills.

Job Responsibilities:

Record and maintain financial transactions in an organized manner.

Prepare invoices, receipts, and payment vouchers.

Perform bank reconciliations and monitor cash flow.

Assist in the preparation of financial reports and statements.

Maintain and update accounting records and files.

Process payroll and handle employee expense claims.

Support in budgeting and financial planning activities.

Ensure compliance with financial regulations and company policies.

Provide general administrative support to the finance team.

Job Qualifications:

Minimum of NCE or OND in Accounting, Finance, Business Administration or a related field.

Previous experience in a similar role (internship or entry-level) is a plus but not required.

How to Apply:

Interested and qualified candidates should submit their CVs and a cover letter to hr@globalclique.net with the subject line: Application for Accountant/Bookkeeping Position Wuye Abuja.

Take the first step toward building your accounting career by joining a dynamic team committed to excellence.

Globalclique HR Job Vacancy: Entry-Level Real Estate Sales and Marketing Personnel

Recruitment Company: Globalclique HR

Job Vacancy: Entry-Level Real Estate Sales and Marketing Personnel

Locations: Wuye and Gwagwalada, Abuja

Job Type: Full-Time

Work Hours: 8:00 AM – 5:00 PM

Salary: Wuye #70,000 & Gwagwalada #50,000

Years of Working Experience: Entry Level

Commission Package: 5% per every sale and letting transactions concluded directly

No of Personnel: Wuye 3|Gwagwalada 4

Job Description:

We are looking for enthusiastic and results-driven Entry-Level Real Estate Sales and Marketing Personnel to join our growing team in Wuye and Gwagwalada, Abuja. The successful candidates will be responsible for promoting our properties, closing sales, and building strong relationships with clients to drive business growth.

Requirements:

Strong communication and interpersonal skills.

Passion for sales and marketing with a goal-oriented mindset.

Familiarity with real estate market trends and practices (training will be provided).

Proficiency in Microsoft Office tools and social media marketing.

Ability to work independently and as part of a team.

Excellent negotiation and presentation skills.

Willingness to work in both Wuye and Gwagwalada as needed.

Key Responsibilities:

Develop and implement effective sales and marketing strategies to attract clients.

Market available properties through digital platforms, social media, and other channels.

Meet with potential clients to understand their property needs and preferences.

Conduct property site inspections and guide clients through the buying process.

Build and maintain strong relationships with new and existing clients.

Achieve and exceed sales targets set by the company.

Prepare and deliver presentations and proposals to potential clients.

Maintain accurate records of client interactions and sales activity.

Monitor market trends and provide feedback to management for strategy optimization.

Job Qualifications:

Minimum of NCE, OND, HND, BSC in Marketing, Business Administration, Estate Management, or a related field. Previous experience in sales or marketing (internship or entry-level) is an advantage.

How to Apply:

Interested and qualified candidates should submit their CVs and a cover letter to hr@globalclique.net with the subject line: Application for Real Estate Sales and Marketing Position – Wuye/Gwagwalada.

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If you have a passion for real estate and a drive to excel in sales, join our team and help clients find their dream properties.

Real Estate Sales/Marketing Personnel Location: Victoria Island, Lagos State

Recruitment Manager: Globalclique HR

Job Vacancy: Real Estate Sales/Marketing Personnel

Location: Victoria Island, Lagos State

Employment Type: Full-time

Work Hours: 8:00 AM – 5:00 PM

Job Description:

We are seeking for a proactive and skilled Real Estate

Sales/Marketing Personnel to join our team in Victoria Island, Lagos. This role requires an energetic and customer-oriented individual to drive property sales, develop strategic marketing plans, and build lasting relationships with clients. The ideal candidate will be a confident communicator with a strong understanding of the real estate market and a commitment to meeting sales targets.

Requirements:

Exceptional communication and negotiation skills.

Proficiency in Microsoft Office Suite and social media marketing.

Strong customer service skills and attention to detail.

Ability to work independently and manage time effectively.

High level of integrity and professionalism.

Job Responsibilities:

Market and promote available real estate properties to potential clients.

Schedule and conduct property viewings and open houses for prospective buyers.

Build and maintain a database of clients and leads for property listings.

Develop and execute marketing campaigns, including social media, email marketing, and digital ads.

Act as a liaison between property owners and prospective buyers, handling inquiries and negotiations.

Prepare and deliver sales presentations to clients.

Conduct market research and analysis to stay updated on real estate trends, pricing, and competitor activities.

Assist clients through the purchase process, providing necessary documentation and support.

Meet or exceed sales targets monthly.

Job Qualifications:

HND/ Bachelor's/ Master's degree in Marketing, Business

Administration, Real Estate, with proven experience in Property Valuation.

Three years of experience in real estate sales or marketing preferred.

Certification or training in real estate sales or marketing is an added advantage.

Familiarity with CRM software is a plus.

If you're a results-oriented sales professional with a passion for real estate, we encourage you to apply. Please send your resume and a cover letter to hr@globalclique.net

Personal Driver in Victoria Island, Lagos State

Recruitment Manager: Globalclique HR

Job Title: Personal Driver in Victoria Island, Lagos State

Job Type: Full-Time

Job Description:

We are seeking a reliable and experienced Personal Driver to provide safe and efficient transportation for our executive in Victoria Island, Lagos. The ideal candidate will be punctual, courteous, and committed to ensuring a smooth and enjoyable travel experience. This role includes maintaining the vehicle in excellent condition and occasionally assisting with other errands and tasks.

Requirements:

Valid driver's license with a clean driving record.

Proven experience as a Personal Driver, Chauffeur, or similar

role.

Familiarity with GPS and navigation systems, with a strong knowledge of local routes and traffic patterns.

Excellent time management and punctuality.

Ability to maintain confidentiality and discretion.

Strong communication and interpersonal skills.

High school diploma or equivalent.

Physical capability to assist with lifting and carrying as needed.

Professional and well-groomed appearance.

Job Responsibilities:

Safely drive the executive to and from destinations, including work, meetings, and appointments.

Maintain the cleanliness, organization, and functionality of the vehicle.

Monitor and schedule regular vehicle maintenance to ensure optimal operation.

Plan routes and adapt to changes, avoiding traffic and minimizing delays.

Assist with loading, unloading, and carrying luggage or other personal items.

Maintain confidentiality and respect the executive's privacy always.

Run occasional errands as requested.

If you are a dependable, professional driver with a commitment to service and safety, we encourage you to apply. Please submit your resume and references to hr@globalclique.net

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

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

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 using the Job Title as the subject of the mail.

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 using the job title as the subject of the mail.

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 or 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.