

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.