

VACANCY: CO-WORKING SPACE / WORKSTATION MANAGER

About Us

We are a leading firm of Chartered Surveyors and Real Estate Consultants in Nigeria, renowned for our extensive knowledge and experience in the real estate sector. Over the years, we have evolved into a comprehensive Property Resource Management firm, delivering specialized services tailored to meet diverse client needs.

Job Description

We are seeking a tech-savvy, customer-focused, and organized Co-Working Space / Workstation Manager to oversee the daily operations, client services, and infrastructure of our co-working space in Lekki Phase 1, Lagos. The ideal candidate will ensure a seamless experience for all users, maintain the functionality of facilities, and foster a collaborative and productive environment.

Key Responsibilities

- Oversee the day-to-day management of the co-working space, ensuring smooth operations and a welcoming atmosphere for clients.
- Manage client onboarding, reservations, and workspace allocations.
- Coordinate the setup, configuration, and maintenance of workstation infrastructure, including IT tools, connectivity, and office equipment.
- Troubleshoot and resolve issues related to workspace operations, equipment, and technology.
- Develop and enforce rules, guidelines, and security protocols for the co-working space.
- Monitor workspace usage and performance, ensuring

optimal occupancy and client satisfaction.

- Collaborate with clients and stakeholders to understand needs and recommend enhancements.
- Plan and execute marketing strategies to attract and retain tenants.
- Organize community events, workshops, or networking opportunities to build a sense of community among users.
- Maintain documentation such as client agreements, operational procedures, and maintenance logs.
- Stay updated with industry trends and recommend upgrades or improvements to the co-working space environment.

Qualifications and Requirements

- Bachelor's degree in Business Administration, Office Management, Real Estate, Information Technology, or a related field.
- A minimum of 3 years of experience managing a co-working space, workstation environment, or similar facilities.
- Strong problem-solving skills with keen attention to detail.
- Excellent communication and interpersonal skills to work effectively with diverse clients and team members.
- Proficiency in workspace management software and Microsoft Office Suite.
- Ability to multitask, prioritize, and manage projects efficiently.
- Knowledge of real estate or co-working space operations is an added advantage.

How to Apply

- Interested candidates should send their CVs to **hr@globalclique.net**.
- Use the job title, "Co-Working Space / Workstation Manager," as the subject line of the email.
- Only shortlisted candidates will be contacted.