

# VACANCY FOR THE POST OF A FRONT DESK IN IKOTA, LEKKI, LAGOS

## Our Profile

We are a fast-growing culinary brand in Lagos, serving premium meals with a passion for excellence, taste, and top-tier service. Located in the heart of Lekki, we're known not just for our delicious menu but also for the warm and welcoming atmosphere we create for every guest.

As we expand, we are seeking a **Front Desk Officer** who will be the face of our brand, welcoming clients, managing calls, and supporting day-to-day front desk operations with professionalism and charm.

## Role Overview

As the first point of contact for our customers and guests, the ideal candidate must possess excellent communication skills, a friendly attitude, and strong organizational abilities.

## Key Responsibilities

- Greet and attend to walk-in customers and visitors warmly.
- Answer and route incoming calls professionally.
- Maintain a clean, organized, and welcoming front desk area.
- Provide basic administrative support including data entry and record-keeping.

- Manage customer inquiries and provide accurate information about the brand.
- Support appointment scheduling, event coordination, and internal communications.
- Monitor front office supplies and ensure timely replenishment.
- Represent the brand in a courteous and professional manner at all times.

## **Requirements**

- Minimum of OND/NCE/HND in any discipline.
- Previous front desk or customer-facing experience is an added advantage.
- Proficient with Microsoft Office Suite and basic digital tools.
- Excellent verbal and written communication skills.
- Strong interpersonal and multitasking abilities.
- A well-presented, friendly, proactive, and dependable individual.
- Ability to handle tasks efficiently in a fast-paced environment.

## **How to Apply**

- Interested candidate should send their CVs to [hr@globalclique.net](mailto:hr@globalclique.net)
- Use the job title as the subject of the mail.
- Only shortlisted candidates will be contacted.