

VACANCY FOR THE POST OF AN OPERATIONS SUPERVISOR (ORDERS & GIFT PACKAGES) IN LEKKI, LAGOS

About the Company:

We are a growing fresh flower distribution company located in Lekki, Lagos, seeking passionate and dedicated individuals to join our dynamic team. We are currently hiring for the role of an Operations Supervisor (Orders & Gift Packages).

Job Summary:

The Operations Supervisor will oversee the end-to-end process of customer orders, from order-taking to packaging, delivery, and documentation. This role requires leadership, attention to detail, and the ability to ensure seamless coordination across teams.

Responsibilities:

- Supervise and manage order-taking, packaging, and deliveries.
- Ensure all flower arrangements and gift packages meet quality standards.
- Monitor and record all deliveries and receipts.
- Lead, train, and manage the packaging assistants.
- Collaborate with the logistics team to ensure timely deliveries.

Requirements:

- OND/HND/B.Sc. in any relevant field.

- 3–5 years of experience in operations, customer service, or supervisory roles.
- Strong leadership and organizational skills.
- Excellent communication and problem-solving abilities.

Benefits:

- Attractive salary package.
- Paid leave entitlements.
- Career advancement opportunities.
- Supportive and professional work environment.

How to Apply: Interested candidates should send their CV to hr@globalclique.net using *Operations Supervisor* as the subject.