

# Vacancy for the Post of Operations Manager in Lekki Phase 1

## Position Summary

- **Job Title:** Operations Manager
  - **Job Location:** Lekki Phase 1, Lagos
  - **Position Type:** Full Time
  - **Salary:** ₦250,000
  - **Recruitment Manager:** Globalclique HR
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## Company Profile

We are a premier online and walk-in flower shop based in Lagos, Nigeria, specializing in luxurious fresh flowers, bridal bouquets, and exquisite gifts such as cakes, chocolates, perfumes, teddy bears, champagne, and bespoke flower arrangements.

As a category leader in fresh flower distribution within Lagos, we are on a transformative journey to expand globally, dominate the African market, and become the top name associated with fresh flower orders worldwide.

To support this vision, we are seeking a results-driven and detail-oriented Operations Manager to join our team and play a pivotal role in optimizing our operations.

## Job Description

The Operations Manager will oversee and streamline daily operations, ensuring seamless coordination of gift processing, order fulfillment, quality assurance, and delivery management. This role is critical to maintaining our commitment to excellence in service delivery and supporting our growth ambitions.

## Key Responsibilities

### Gift Processing & Documentation

- Categorize and record all gift components (e.g., flowers, cakes, chocolates, perfumes, teddy bears,

champagne) with detailed specifications (type, quantity, size).

- Assign tasks to relevant staff members for efficient handling and processing.

### **Message Quality Assurance**

- Review and ensure all messages accompanying orders are grammatically accurate, professionally formatted, and error-free.
- Attach finalized messages to their respective orders.

### **Media Preparation & Quality Control**

- Oversee the attachment of messages and ensure accurate documentation through photographs of completed arrangements.
- Conduct rigorous quality checks before and after media shots to ensure presentation excellence.

### **Delivery Coordination**

- Collaborate with the Delivery Manager to verify all items listed for delivery against the delivery form.
- Ensure delivery forms are fully signed and completed, including recipient details.
- Capture photographs of the delivery address, personnel, and delivered items at the point of handover.

### **Payment Management**

- Confirm and document payment details for delivery personnel.
- Ensure timely payments are processed instantly or within agreed timelines.

### **Qualifications**

- Proven experience in operations management or a similar role, preferably in the luxury goods or gifting industry.
- Strong attention to detail and excellent organizational

skills.

- Ability to manage multiple tasks effectively in a fast-paced environment.
- Proficiency in using digital tools for documentation and communication.
- Excellent written and verbal communication skills.

### **Why Join Us?**

- Be part of a leading brand that brings joy and beauty to clients across Lagos and beyond.
- Contribute to our mission of dominating the global market with luxurious flower arrangements and gifts.
- Work in a dynamic and supportive environment that values creativity, excellence, and innovation.

### **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.