

# VACANCY FOR THE POST OF PROJECT MANAGEMENT EXECUTIVE IN LAGOS, NIGERIA

## About the Company

We are a leading independent real estate firm of Estate Surveyors and Valuers, duly registered and regulated by the Estate Surveyors and Valuers Registration Board of Nigeria (ESVARBON) and the Royal Institution of Chartered Surveyors (RICS), London. We are also a member of the Nigerian Institution of Estate Surveyors and Valuers (NIESV).

With over 22 years of excellence and innovation in real estate services, and as a Collaboratory firm of Andersen Global, USA, we are committed to investing in our people—our greatest asset.

To support our continued growth and expanding client base, we are seeking a proficient and experienced **Project Management Executive** to join our dynamic team at our Head Office in Lagos.

## Job Description

We are seeking a **Project Management Executive** to join our Development Consultancy and Management team. The ideal candidate will be responsible for managing the end-to-end process of real estate product development—from concept to market launch—while collaborating with cross-functional teams to ensure the successful execution of strategic projects.

## Key Responsibilities

1. Define project scope, goals, deliverables, and success criteria.
2. Develop comprehensive project plans, schedules, and budgets.
3. Assign tasks, coordinate internal teams, and manage external vendors or partners.
4. Oversee day-to-day project operations to ensure progress and quality.
5. Monitor project budgets and control expenses to avoid overruns.
6. Identify cost-saving opportunities without compromising quality.
7. Provide regular updates on project progress, challenges, and milestones.
8. Organize and lead project meetings, presentations, and reviews.
9. Develop risk mitigation strategies and contingency plans.
10. Ensure deliverables meet required standards and client expectations.
11. Maintain comprehensive project documentation including reports, meeting minutes, and plans.
12. Ensure compliance with organizational policies, industry standards, and legal regulations.

## **Requirements**

- Minimum of BSc/B.Eng. in Engineering, Estate Management, Quantity Surveying, Building or Architecture or a related field.
- Membership of relevant professional bodies (e.g., NSE, NIESV, NIQS).
- Minimum of five (5) years' experience in a similar role, with proven experience managing medium to large-scale projects.
- Certification in Project Management from a recognized

institution (e.g., PMP, PRINCE2).

- Proficiency in Microsoft Office Suite, Helioscope software, CAD, or other relevant engineering/project design tools.
- Strong verbal and written communication skills.
- Ability to lead, influence, and manage cross-functional teams.
- Strong analytical skills and a data-driven, solution-oriented mindset.
- Excellent time management and ability to handle multiple projects simultaneously.
- Highly organized, proactive, and adaptable personality.

## **What We Offer**

- Competitive salary and benefits
- Official car
- 13th-month salary
- Opportunities for professional development and career growth
- Supportive, innovative, and team-oriented work environment

## **How to Apply**

Interested candidates should send their CV to **hr@globalclique.net**

**Email Subject:** *Project Management Executive*

Only shortlisted candidates will be contacted.