

RECRUITMENT MANAGER: GLOBALCLIQUE HR

TITLE OF POSITION: Vacancy for Estate Surveyors & Valuer in Lekki, Lagos

POSITION TYPE: FULL TIME

PAY RANGE: Flexible

LOCATION: Lagos

Employer Profile

We operate as a multidisciplinary firm of chartered surveyors, estate surveyors & valuers with a wide range of experience in all aspects of real estate practices in Nigeria.

We are duly registered with the Corporate Affairs Commission (CAC), the Nigerian Institution of Estate Surveyors and Valuers (NIESV), and the Royal Institute of Chartered Surveyors.

We are in need of smart, energetic, and experienced ESTATE SURVEYORS to fill vacant positions in our organization. The job responsibilities and requirements of the vacant position can be summarized as follows;

A. Property Management

Oversee prompt administration of property including maintenance, repairs, and installation of facilities within the property.

Ensure timely collection of rent and fees.

Conduct rent reviews at periodic lease renewals.

Prepare all lease-related documents and ensure all parties duly execute same.

Schedule and carry out routine inspections, write reports duly advising the parties involved on the next line of action, and ensure that both parties implement these actions.

Attend to all issues arising from the property or facilities by proffering instant and best solutions to resolve them.

Prompt filing of both digital and hard copy reports of events in relation to arising property issues or resolved issues.

The interface between our firm, the clients, and vendors on property matters.

B. Agency

Update, promote, and conclude sales, purchases, and leases on the firm's property listings.

Scout for property briefs received on sale, purchase, or lease from clients; schedule and conduct an inspection of properties found.

Intermediate negotiation processes consult clients on market conditions,

Prepare documents such as representation contracts, purchase agreements, closing statements, deeds, and leases.

Perform comparative market analysis to estimate the value of the property.
Network with potential clients, real estate agents, and other key partners to develop robust relationships.

C. Valuation

To value properties and prepare valuation reports.

To market asset valuation service to an already identified target market.

To proffer creative ideas on how to position the company for strategic real estate consultancy opportunities.

We offer a competitive salary and benefits package, as well as opportunities for career development and advancement. If you are an ambitious and motivated professional with a passion for property, we would love to hear from you.

Please apply with your CV and a cover letter highlighting your relevant experience and qualifications.

BASIC REQUIREMENTS

1. Bachelor's degree / HND /B.SC in Estate Management
2. Minimum of 1-5 years experience as an Estate Surveyor
3. Strong analytical and problem-solving skills.
4. Excellent communication and negotiation skills.
5. Good Command of the English Language and ability to write professionally.
6. Proficient in the use of relevant software and technology.
7. Ability to drive with a valid driver's license.
8. Ability to work under little or no supervision.
9. A good knowledge of Lagos environment.

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Our Advantage:

We offer a competitive salary and benefits package, as well as opportunities for growth and advancement within the company.

Work Environment:

Our Estate Surveyor will work primarily in both the office and the field. The position may require occasional overtime, as well as being available for emergency response situations.

Equal Opportunity Employer:

We are an equal opportunity employer and welcome applicants from all backgrounds and experiences. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Remarks

We offer a competitive salary and benefits package, as well as opportunities for career development and advancement. If you are an ambitious and motivated person with a passion for growth, we would love to hear from you.

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