



<https://www.workolic.com/job/aa-rano-recruitment/>

Aa Rano Recruitment 2025/2026 Application Form Portal

Description

We are currently seeking a dynamic and experienced Human Resources Specialist to join our team at Aa Rano Recruitment. As a Human Resources Specialist, you will play a crucial role in the recruitment process, ensuring that we attract and retain top talent to contribute to the growth and success of our organization. This position offers an exciting opportunity to be part of a forward-thinking company committed to fostering a positive and inclusive work environment.

Responsibilities

- Conducting end-to-end recruitment processes, including sourcing, screening, and interviewing candidates.
- Collaborating with hiring managers to understand staffing needs and develop effective recruitment strategies.
- Managing the onboarding process for new hires, ensuring a smooth transition into the organization.
- Implementing and managing HR policies and procedures to promote a positive workplace culture.
- Handling employee relations, conflict resolution, and providing guidance on HR-related matters.
- Managing and updating employee records, ensuring accuracy and compliance with regulations.
- Coordinating training and development programs to enhance the skills and knowledge of employees.
- Keeping abreast of industry trends and best practices to continuously improve HR processes.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Proven experience as an HR Specialist or in a similar role.
- Strong knowledge of recruitment processes, employment laws, and HR best practices.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Proficient in HRIS and Microsoft Office Suite.
- Certification in Human Resources (e.g., PHR, SPHR) is a plus.

Job Benefits

- Competitive salary package.
- Health and wellness programs.
- Opportunities for professional development and growth.
- Flexible work schedule.
- Inclusive and diverse work environment.

Hiring organization

Aa Rano

Employment Type

Full-time

Industry

Airlines and Aviation

Job Location

Iduwa Ogenyi plot 1497, Cadastral zone B06, 900003, Abuja, Abuja, Nigeria

Working Hours

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Date posted

January 25, 2026

Valid through

01.01.2026

- Employee assistance programs.

Contacts

Interested and qualified candidates should visit our official Aa Rano Recruitment 2024/2025 Application Form Portal at [[Job Portal linkedin](#)] to submit their resume and cover letter. Only shortlisted candidates will be contacted for interviews.

Aa Rano is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.