



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

Ally Recruitment Today Application Form Portal

Description

Ally Recruitment is seeking a dynamic and detail-oriented individual to join our team as an Application Form Portal Administrator. In this role, you will play a crucial part in managing our application form portal, ensuring a seamless and efficient process for both applicants and internal stakeholders. The ideal candidate will have a strong background in system administration, attention to detail, and excellent communication skills.

Responsibilities

- **Portal Management:**
 - Oversee the daily operation of the Ally Recruitment Application Form Portal.
 - Ensure the portal is user-friendly, up-to-date, and reflects current recruitment processes.
- **Technical Support:**
 - Provide technical support to applicants and internal users experiencing issues with the portal.
 - Collaborate with IT teams to address and resolve technical issues promptly.
- **Data Integrity:**
 - Monitor and maintain data integrity within the portal, including accurate recording of applicant information.
 - Conduct regular audits to identify and rectify discrepancies.
- **Process Optimization:**
 - Identify opportunities to streamline and improve the application process.
 - Work closely with the recruitment team to implement enhancements.
- **Communication:**
 - Liaise with HR and hiring managers to understand recruitment needs and implement necessary changes to the portal.
 - Communicate effectively with applicants, providing guidance and support as needed.

Qualifications

- Bachelor's degree in Computer Science, Information Technology, or related field.
- Proven experience in system administration, preferably in a recruitment or HR context.
- Strong technical skills, including familiarity with application form portals and databases.
- Excellent problem-solving and troubleshooting abilities.
- Exceptional attention to detail and organizational skills.
- Effective communication and interpersonal skills.

Job Benefits

Hiring organization

Ally

Employment Type

Full-time

Industry

Financial Services

Job Location

287 Ajoye Adeogun Street, 100001, Lagos, Lagos, Nigeria

Working Hours

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Date posted

January 26, 2026

Valid through

01.01.2026

- Competitive salary based on experience.
- Comprehensive health, dental, and vision insurance.
- Retirement savings plan with company match.
- Professional development opportunities.
- Positive and inclusive work environment.

Contacts

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and relevant experience. Application Form Portal Administrator Application

[Apply to Ally Job Application](#)

The application deadline is 01.01.2026. Only shortlisted candidates will be contacted for an interview.

Ally Recruitment is an equal opportunity employer committed to diversity and inclusion. We encourage qualified candidates of all backgrounds to apply.