



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

Asae Recruitment 2025 Application Form Portal

Description

We are seeking a highly motivated and organized individual to join our team as a Recruitment Coordinator at Asae. As the key point of contact for all recruitment activities, the successful candidate will play a crucial role in sourcing, attracting, and onboarding top talent to contribute to our company's growth. If you are passionate about human resources, possess excellent communication skills, and thrive in a dynamic environment, we invite you to apply through the Asae Recruitment 2024 Application Form Portal.

Responsibilities

- Collaborate with hiring managers to identify staffing needs and create effective job descriptions.
- Utilize various recruitment channels, including social media, job boards, and networking, to attract a diverse pool of candidates.
- Screen resumes, conduct initial interviews, and coordinate the interview process with hiring teams.
- Manage the end-to-end recruitment process, from candidate sourcing to offer negotiation and onboarding.
- Build and maintain relationships with candidates, ensuring a positive candidate experience throughout the hiring process.
- Stay informed about industry trends, best practices, and innovative recruitment strategies to enhance the recruitment process.
- Assist in the development and implementation of recruitment policies and procedures.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Proven experience in recruitment, with a focus on sourcing and attracting top-tier candidates.
- Strong interpersonal and communication skills, both written and verbal.
- Ability to work collaboratively with cross-functional teams and adapt to a fast-paced environment.
- Familiarity with applicant tracking systems and other HR software.
- Excellent organizational and time management skills.
- Knowledge of employment laws and regulations.

Job Benefits

- Competitive salary commensurate with experience.
- Health insurance and other benefits.
- Professional development opportunities.
- Collaborative and inclusive work environment.
- Opportunities for career growth within the organization.

Contacts

Hiring organization

Asae

Employment Type

Full-time

Industry

Non-profit Organizations

Job Location

Old Federal Secretariat Area 1, Garki Abuja FCT Abuja, Nigeria, 900001, Abuja , Abuja, Nigeria

Working Hours

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Date posted

January 26, 2026

Valid through

01.01.2026

Interested candidates should submit their resume and a cover letter detailing their relevant experience. Application Form Portal Administrator The deadline for applications is 01.01.2026.

[Apply to Application Form Portal](#)

Asae Recruitment is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences. Only shortlisted candidates will be contacted for an interview.