



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

## CAC Recruitment Form 2025/2026 Application & Registration

### Description

We are currently seeking a dynamic and highly motivated Recruitment Officer to join our team for the CAC (Corporate Affairs Commission) Recruitment Form 2023/2024 Application & Registration process. As a Recruitment Officer, you will play a pivotal role in attracting, selecting, and onboarding qualified candidates who align with the organization's goals and values.

### Responsibilities

- **Application Management:** Oversee the entire application process, ensuring the timely and accurate submission of recruitment forms.
- **Candidate Screening:** Review and assess applications, conduct initial screenings, and shortlist candidates based on established criteria.
- **Interview Coordination:** Coordinate and conduct interviews, collaborating with relevant stakeholders to evaluate candidates' suitability for various roles.
- **Documentation:** Maintain accurate and up-to-date records of applicant information, interview notes, and assessments.
- **Communication:** Effectively communicate with applicants, providing updates on their application status and guiding them through the recruitment process.
- **Collaboration:** Work closely with hiring managers and department heads to understand their staffing needs and align recruitment strategies accordingly.
- **Compliance:** Ensure adherence to all relevant employment laws and regulations throughout the recruitment process.

### Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Proven experience in recruitment or human resources, with a track record of successful candidate placements.
- Strong understanding of recruitment processes, including sourcing, screening, and interviewing techniques.
- Excellent interpersonal and communication skills.
- Familiarity with applicant tracking systems and HR software.
- Ability to work collaboratively in a fast-paced, dynamic environment.
- Knowledge of employment laws and regulations.

### Job Benefits

- Competitive salary commensurate with experience.
- Health insurance coverage.
- Professional development opportunities.
- Positive and inclusive work environment.
- Opportunity for career advancement.

**Hiring organization**  
CAC

**Employment Type**  
Full-time

**Industry**  
IT Services and IT Consulting

**Job Location**  
CAC, 565Ndola Square Abuja,  
Lagos, Nigeria, 101243, Abuja,  
LAGOS, Nigeria

**Working Hours**  
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**Date posted**  
June 30, 2025

**Valid through**  
16.12.2026

**Contacts**

Interested candidates should submit a comprehensive resume, along with a cover letter detailing their relevant experience and suitability for the role. Only shortlisted candidates will be contacted for interviews.

[Apply online job portal linke](#)