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Canadian Gateway Schools Recruitment Jobs at Nigeria

Description

Join our dynamic team at Canadian Gateway Schools, a leading educational institution, as we expand our reach to Nigeria. We are currently seeking enthusiastic and dedicated individuals to fill key recruitment positions. As a part of our team, you will play a vital role in connecting talented individuals with rewarding opportunities within our educational community.

Responsibilities

- **Recruitment Strategy:** Develop and implement effective recruitment strategies to attract qualified candidates.
- **Candidate Outreach:** Reach out to potential candidates through various channels, including online platforms, job fairs, and educational events.
- **Application Screening:** Review and assess applications to ensure alignment with the school's requirements and standards.
- **Interview Coordination:** Coordinate and conduct interviews with candidates, evaluating their suitability for roles within Canadian Gateway Schools.
- **Networking:** Build and maintain relationships with educational institutions, professional organizations, and other relevant stakeholders to enhance recruitment efforts.
- **Documentation:** Ensure accurate and organized documentation of candidate information, interview feedback, and recruitment processes.
- **Admissions Support:** Collaborate with admissions teams to facilitate a smooth transition for successful candidates.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, Education, or a related field.
- Proven experience in recruitment, preferably within the education sector.
- Strong communication and interpersonal skills.
- Familiarity with the Canadian education system is an asset.
- Ability to work independently and as part of a team.
- Excellent organizational and time-management skills.
- Proficient in Microsoft Office Suite and recruitment software.

Job Benefits

- Competitive salary commensurate with experience.
- Opportunities for professional development and career advancement.
- Health and wellness benefits.
- Collaborative and inclusive work environment.
- Meaningful contribution to the growth of Canadian Gateway Schools in Nigeria.

Contacts

Hiring organization

Canadian Gateway Schools

Employment Type

Full-time

Industry

Airlines and Aviation

Job Location

47/49, Dr Fasheun Street,, 100001, Okota, Lagos, Nigeria

Working Hours

9

Date posted

July 8, 2025

Valid through

01.01.2026

Interested candidates should submit their resume, cover letter, and any other relevant documents. The application deadline is [01.01.2026], and only shortlisted candidates will be contacted for interviews.

[Apply to Gateway Jobs Portal](#)

Canadian Gateway Schools is an equal opportunity employer. We encourage candidates of all backgrounds to apply.