



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

ECN Recruitment 2025/2026 – Online Application Portal

Description

ECN (Employment Connection Network) is seeking a dynamic and experienced individual to fill the role of Online Application Portal Manager for the Recruitment season 2024/2025. As the Online Application Portal Manager, you will play a crucial role in managing the end-to-end recruitment process through our digital platform, ensuring a seamless and efficient experience for both applicants and hiring teams.

Responsibilities:

- **Portal Management:**
 - Oversee the day-to-day operations of the online application portal.
 - Ensure the portal is user-friendly, functional, and accessible to a diverse range of applicants.
- **Recruitment Process Optimization:**
 - Collaborate with HR teams to streamline and enhance the recruitment process through the online portal.
 - Implement improvements based on user feedback and industry best practices.
- **Technical Support:**
 - Provide technical support to applicants and hiring teams, resolving issues related to the online application process.
 - Collaborate with IT teams to address any technical challenges and ensure system stability.
- **Data Management:**
 - Manage applicant data and ensure compliance with data protection regulations.
 - Generate reports and analytics to track key recruitment metrics.
- **Collaboration:**
 - Work closely with various departments to understand their recruitment needs and tailor the online portal accordingly.
 - Foster positive relationships with internal stakeholders and external vendors.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, Information Technology, or a related field.
- Proven experience in managing online recruitment portals or HR systems.
- Strong technical acumen and familiarity with applicant tracking systems.
- Excellent communication skills, both written and verbal.
- Ability to analyze data, identify trends, and implement process improvements.
- Exceptional organizational and project management skills.

Benefits:

Hiring organization

ECN

Employment Type

Full-time

Industry

Renewable Energy Semiconductor Manufacturing

Job Location

Plot 701C, Central Business District, P. M. B. 358, Garki, 900001, Abuja, Abuja, Nigeria

Working Hours

9

Date posted

January 28, 2026

Valid through

01.02.2026

- Competitive salary package.
- Health and dental insurance coverage.
- Flexible work schedule.
- Professional development opportunities.
- Dynamic and inclusive work environment.

How to Apply:

Interested candidates should submit their resume and a cover letter detailing their relevant experience Please include Online Application Portal Manager.

[Apply to ECN Job Application Portal](#)

Only shortlisted candidates will be contacted for interviews. ECN is an equal opportunity employer, and we encourage candidates of all backgrounds to apply.