



<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

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#### 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.