



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

FlexJobs Recruitment 2025/2026 Application Portal

Description

We are seeking a dynamic and highly organized Recruitment Specialist to join our team and play a pivotal role in the success of the FlexJobs Recruitment 2023/2024 Application Portal. As a Recruitment Specialist, you will be responsible for attracting, assessing, and selecting top-tier talent to join our diverse and innovative workforce.

Responsibilities

- **Talent Sourcing and Acquisition:**
 - Implement effective sourcing strategies to identify and attract qualified candidates.
 - Utilize various channels, including job boards, social media, and networking events, to build a robust talent pipeline.
- **Candidate Assessment and Selection:**
 - Conduct thorough candidate screenings, interviews, and assessments to evaluate qualifications and cultural fit.
 - Collaborate with hiring managers to understand specific role requirements and ensure alignment with organizational goals.
- **Application Portal Management:**
 - Oversee the day-to-day operations of the FlexJobs Recruitment 2023/2024 Application Portal.
 - Ensure a seamless and positive candidate experience throughout the application and selection process.
- **Data Analysis and Reporting:**
 - Utilize recruitment metrics to assess the effectiveness of sourcing strategies and make data-driven improvements.
 - Provide regular reports to stakeholders on recruitment progress, candidate pipelines, and other relevant insights.
- **Employer Branding and Outreach:**
 - Contribute to the development of employer branding initiatives to enhance FlexJobs' reputation as an employer of choice.
 - Participate in recruitment events and industry conferences to promote the organization and attract top talent.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Proven experience as a Recruitment Specialist or similar role.
- Strong knowledge of modern recruitment practices and trends.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with cross-functional teams.
- Proficient in using applicant tracking systems and other recruitment tools.
- Familiarity with remote work and flexible job arrangements is a plus.

Job Benefits

Hiring organization

FlexJobs

Employment Type

Full-time

Industry

Software Development

Job Location

Ogudu, Lagos 100242, Lagos, Nigeria, 100242, Ogudu, LAGOS, Nigeria

Working Hours

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Date posted

February 3, 2026

Valid through

04.12.2026

- Competitive salary commensurate with experience.
- Comprehensive health, dental, and vision insurance.
- Flexible work arrangements to support work-life balance.
- Professional development opportunities and ongoing training.
- Inclusive and diverse work environment.

Contacts

Interested candidates should submit their resume, cover letter, and any relevant supporting documents through the FlexJobs Recruitment 2023/2024 Application Portal. Please ensure that your application highlights your relevant experience and qualifications for this role.

[Apply to FlexJobs Online Registration](#)

FlexJobs is an equal opportunity employer committed to diversity and inclusion. We encourage individuals from all backgrounds to apply.