



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

## Mactay Consulting Recruitment 2025 Application Form Portal

### Description

As a Recruitment Specialist at Mactay Consulting, you will play a crucial role in identifying, attracting, and hiring top talent for our clients. You will be responsible for managing the end-to-end recruitment process, from sourcing and screening candidates to coordinating interviews and facilitating the offer process. Your expertise in talent acquisition will contribute to building high-performing teams and driving organizational success.

### Responsibilities

- **Candidate Sourcing:**
  - Utilize various channels to source potential candidates, including job boards, social media, professional networks, and employee referrals.
  - Conduct proactive outreach to build a strong pipeline of qualified candidates.
- **Screening and Evaluation:**
  - Review resumes and applications to identify candidates who meet the job requirements.
  - Conduct initial interviews to assess candidates' skills, experience, and cultural fit.
- **Coordination and Communication:**
  - Coordinate interview schedules and communicate effectively with both candidates and hiring managers.
  - Provide timely and constructive feedback to candidates and internal stakeholders.
- **Employer Branding:**
  - Promote a positive employer brand through engaging job descriptions, social media presence, and participation in industry events.
- **Data Management:**
  - Maintain accurate and up-to-date candidate records in the applicant tracking system (ATS).
  - Generate and analyze recruitment reports to track key performance metrics.

### Qualifications

- **Education:**
  - Bachelor's degree in Human Resources, Business Administration, or a related field.
- **Experience:**
  - Proven experience as a Recruitment Specialist or in a similar role.
  - Familiarity with recruiting software and applicant tracking systems.
- **Skills:**
  - Strong interpersonal and communication skills.
  - Ability to assess candidates' qualifications and cultural fit.

### Hiring organization

Mactay Consulting

### Employment Type

Full-time

### Industry

Business Consulting and Services

### Job Location

5 Prince Adelowo Adedeji Street,  
100001, Lagos, Lagos, Nigeria

### Working Hours

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### Date posted

July 7, 2025

### Valid through

01.01.2026

- Knowledge of employment laws and regulations.

## **Job Benefits**

- Competitive salary and performance-based incentives.
- Comprehensive health and wellness programs.
- Professional development opportunities and training.
- Collaborative and inclusive work environment.
- Opportunities for career advancement.

## **Contacts**

To apply for the Recruitment Specialist position at Mactay Consulting, please follow these steps:

- Visit the Mactay Consulting Recruitment 2024 [Application Form Portal](#).
- Complete the online application form, providing accurate and detailed information.
- Attach your updated resume and a cover letter highlighting your relevant experience.
- Submit your application before the specified deadline.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Mactay Consulting is an equal opportunity employer and values diversity in the workplace. We encourage candidates from all backgrounds to apply.