Paystack Recruitment Application Form Registration 2025

Description

Paystack is a leading financial technology company in Africa, dedicated to simplifying payments for businesses and individuals. With a mission to accelerate digital commerce across the continent, Paystack has become a trailblazer in providing secure and seamless payment solutions.

Responsibilities

- **Application Management:**
  - Facilitate the end-to-end process of candidate application form registration.
  - Ensure accuracy and completeness of applicant data.
  - Coordinate with HR and hiring managers to collect relevant information for recruitment purposes.
- **Data Integrity:**
  - Maintain a high level of accuracy and integrity in all applicant records.
  - Regularly audit and update database to ensure information is up-to-date.
  - Collaborate with the IT team to troubleshoot and resolve any technical issues related to the application form.
- **Communication:**
  - Provide timely updates to applicants regarding the status of their application form.
  - Collaborate with the recruitment team to streamline communication channels with candidates.
- **Process Improvement:**
  - Identify areas for improvement in the application registration process and implement solutions.
  - Gather feedback from applicants to enhance the overall user experience.
- **Compliance:**
  - Ensure adherence to data protection and privacy regulations.
  - Work closely with legal and compliance teams to stay updated on relevant policies.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Proven experience in handling application form registration processes.
- Strong attention to detail and organizational skills.
- Excellent communication skills, both written and verbal.
- Familiarity with HRIS and applicant tracking systems.
- Ability to work collaboratively in a fast-paced environment.

Job Benefits

Hiring organization
Paystack

Employment Type
Full-time

Industry
Software Development

Job Location
Ikeja GRA, Lagos 101233, Lagos, Nigeria, 101233, Ikeja, Lagos, Nigeria

Date posted
May 8, 2026

Valid through
10.01.2026

- Competitive salary.
- Health insurance coverage.
- Professional development opportunities.
- Dynamic and inclusive work culture.
- Opportunities for career growth within a rapidly expanding company.

Contacts

Interested candidates should follow these steps to apply:

- Visit the Paystack careers page at www.paystack.com/careers.
- Find the "Application Form Registration Specialist" position and click on "Apply Now."
- Complete the online application form, attaching your resume and a cover letter.
- Ensure all required information is accurately filled in.
- Submit the application form by [insert deadline].

Paystack is an equal opportunity employer. We encourage candidates from diverse backgrounds to apply.

Application Deadline: [10.01.2026]

Note: Only shortlisted candidates will be contacted for further steps in the recruitment process.