



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

Christian Aid Recruitment Today Application Form Portal

Description

We are seeking a dynamic and highly organized individual to join Christian Aid as a Project Coordinator for our Recruitment Today Application Form Portal. This role is crucial in ensuring a smooth and efficient recruitment process, fostering a positive candidate experience, and contributing to the overall success of Christian Aid's mission.

Responsibilities

- **Portal Management:**
 - Oversee the daily operations of the Recruitment Today Application Form Portal.
 - Monitor and maintain the portal to ensure it is user-friendly and up-to-date.
 - Collaborate with the IT team to address any technical issues promptly.
- **Candidate Experience:**
 - Act as the main point of contact for candidates using the application portal.
 - Provide support and guidance to candidates throughout the application process.
 - Gather feedback to continuously improve the candidate experience.
- **Collaboration and Communication:**
 - Liaise with hiring managers and HR teams to understand recruitment needs.
 - Communicate effectively with internal stakeholders to ensure a streamlined process.
 - Coordinate with external partners involved in the recruitment process.
- **Data Management:**
 - Ensure accurate and secure storage of candidate information.
 - Generate regular reports on recruitment metrics for analysis and improvement.
 - Adhere to data protection regulations and Christian Aid's confidentiality policies.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Proven experience in project coordination or management, with a focus on recruitment processes.
- Familiarity with applicant tracking systems and recruitment software.
- Excellent organizational and communication skills.
- Ability to work collaboratively in a team-oriented environment.
- Knowledge of relevant employment laws and regulations.

Hiring organization

Christian Aid

Employment Type

Full-time

Industry

International Trade and Development

Job Location

Off Ebitu Ukiwe St, 900108, Abuja ,
Abuja, Nigeria

Working Hours

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Date posted

May 2, 2025

Valid through

01.01.2026

Job Benefits

- Competitive salary commensurate with experience.
- Comprehensive health and dental insurance.
- Retirement savings plan.
- Professional development opportunities.
- Supportive and inclusive work environment.

Contacts

- Visit the Christian Aid Recruitment Today [Application Form Portal](#).
- Create an account or log in if you already have one.
- Select the 'Project Coordinator – Recruitment Portal' position.
- Complete the online application form and upload your resume/CV and cover letter.
- Submit your application by the specified deadline.

We appreciate the time and effort invested in each application, and we look forward to reviewing your candidacy. Christian Aid is an equal opportunity employer committed to diversity and inclusion.