



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

Nuffield Health Recruitment Application Form Registration 2025

Description

As the Recruitment Application Form Registration Coordinator at Nuffield Health, you will play a pivotal role in our talent acquisition process. Your primary responsibility will be to streamline and manage the application form registration process, ensuring a smooth and efficient experience for both candidates and our internal recruitment team. This position requires a keen eye for detail, exceptional organizational skills, and a commitment to maintaining the high standards associated with Nuffield Health.

Responsibilities

- **Application Form Management:**
 - Oversee the end-to-end application form registration process.
 - Ensure accuracy and completeness of all submitted application forms.
 - Collaborate with hiring managers and recruiters to understand specific job requirements.
- **Candidate Communication:**
 - Act as the main point of contact for candidates regarding application form-related queries.
 - Provide timely and clear communication to candidates on the status of their application forms.
- **Process Optimization:**
 - Continuously evaluate and improve the application form registration process for efficiency.
 - Identify areas for automation or enhancement to enhance the overall candidate experience.
- **Data Management:**
 - Maintain a comprehensive and organized database of applicant information.
 - Generate reports on application form metrics to support recruitment analytics.
- **Compliance and Documentation:**
 - Ensure compliance with data protection regulations in handling candidate information.
 - Maintain accurate and up-to-date records of all application forms and related documentation.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Proven experience in recruitment coordination or administration.
- Familiarity with applicant tracking systems and recruitment software.
- Excellent organizational and multitasking abilities.
- Strong communication skills, both written and verbal.

Hiring organization

Nuffield Health

Employment Type

Full-time

Industry

Hospitals and Health Care

Job Location

Abuja, Nigeria WUSE 2 GARIKI
ABUJA, Nigeria, 900001, Abuja,
Abuja, Nigeria

Working Hours

9

Date posted

July 5, 2025

Valid through

04.01.2026

Job Benefits

- Competitive salary package.
- Comprehensive health and wellness benefits.
- Professional development opportunities.
- Collaborative and inclusive work environment.
- Employee assistance program.

Contacts

To apply for this position, please submit your resume and a cover letter outlining your relevant experience and skills. Recruitment Application Form Registration Coordinator Application. The application deadline is 04.01.2026.

[Apply to Nuffield Health Jobs Portal](#)

Note: Only shortlisted candidates will be contacted for interviews. Nuffield Health is an equal opportunity employer. We encourage candidates from diverse backgrounds to apply.