



<https://workolic.com/job/nde-recruitment/>

## NDE Recruitment 2025/2026 Application Portal & Registration

### Description

We are seeking a highly skilled and motivated individual to join our team as the NDE Recruitment 2023/2024 Application Portal & Registration Manager. In this role, you will be responsible for overseeing the entire recruitment process through our online portal, ensuring a seamless and efficient experience for both applicants and the organization.

### Responsibilities

- **Portal Management:** Design, develop, and manage the NDE recruitment portal to ensure user-friendly navigation and a positive applicant experience.
- **Application Process Oversight:** Supervise the end-to-end recruitment process, from application submission to shortlisting, interview scheduling, and final selection.
- **Technical Support:** Provide technical support to applicants experiencing difficulties with the online application system, troubleshoot issues, and liaise with the IT department for prompt resolutions.
- **Data Security:** Implement and maintain robust data security measures to safeguard applicant information and ensure compliance with privacy regulations.
- **Collaboration:** Collaborate with HR and hiring managers to understand recruitment needs, customize application forms, and tailor the portal for specific job requirements.
- **Documentation:** Maintain accurate records of all applications, ensuring that information is up-to-date and easily accessible for review and analysis.
- **Reporting:** Generate and analyze recruitment reports to evaluate the efficiency of the application process and recommend improvements.
- **Training:** Conduct training sessions for HR personnel, hiring managers, and applicants on the effective use of the recruitment portal.

### Qualifications

- Bachelor's degree in Computer Science, Information Technology, or a related field.
- Proven experience in managing and optimizing online recruitment portals.
- Strong technical skills, including proficiency in web development and database management.
- Excellent problem-solving and communication skills.
- Knowledge of data protection regulations and best practices.
- Ability to collaborate with cross-functional teams.
- Prior experience in a recruitment or HR role is a plus.

### Job Benefits

- Competitive salary.
- Health insurance and wellness programs.
- Professional development opportunities.

### Hiring organization

NDE

### Employment Type

Full-time

### Industry

Industrial Machinery Manufacturing

### Job Location

Plot 74, Nouakchott Street, Zone 1, P.M.B 104 Abuja,, 473000, Abuja, Abuja, Nigeria

### Working Hours

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### Date posted

April 13, 2025

### Valid through

03.12.2026

- A dynamic and inclusive work environment.
- Opportunities for career growth and advancement.

**Contacts**

Interested candidates should submit their resume and a cover letter detailing their relevant experience.

[Apply to NDE Jobs](#)

We encourage candidates from diverse backgrounds to apply. Only shortlisted candidates will be contacted for interviews.