

Human Resource Administrator

We are seeking a HR Administrator to work across both Business in the Community Ireland and The Community Foundation for Ireland. This new role offers a unique opportunity to join the Not for Profit/Charity sector where you will enjoy a wide variety of interesting opportunities for growth.

12 month Fixed Term Contract. Hybrid working model, office location is in Phibsborough, Dublin 7

Key Responsibilities

- First point of contact for management and employee HR queries
- Creating and maintaining employee personnel files and updating records such as training files, payroll, and any other relevant information records to hold
- Onboard new hires to HR Locker and provide administrative assistance to all employees for HR Locker
- Managing staff recruitment, screening CV's, calling potential candidates, issuing contracts, new starter packs and other relevant documentation
- Act as the point of contact for internal and external clients (insurance, training companies, pension provider etc)
- Responsible for completion of forms as requested by employees for bank, social welfare etc.
- Provide Reception Cover as required
- Carrying out any other ad hoc duties as assigned including general administrative duties and health, safety, and welfare management

Key Skills / Experience

- A HR qualification or currently studying for HR qualification
- Strong knowledge of GDPR
- Experience in an administration role or role where administration was a part.
- Experience working in or knowledge of the not for profit sector is desirable
- An understanding of Irish employment law and health and safety guidelines
- Excellent communication, time-management, and organisation skills
- Have a proficient background in MS Office tools (MS Outlook, Excel & Word)
- An ability to learn company-specific software as required
- A hands-on approach with a strong work ethic and the ability to work on your own initiative

Salary Scale: Band 8 – €24,462 to 30,578

Appointments will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scale, in line with current pay policy.

To Apply

Send your CV and Cover Letter to careers@bitc.ie, with HR Administrator in the subject bar, no later than 5pm on Friday 4th February 2022.