

<b>Job Title: HR Coordinator</b>	<b>Reports to: HR Manager</b>
<b>Location: Dublin South</b>	<b>Job Type: Permanent Full-time (6 months' probationary period)</b>

**Job Summary:**

Griffith College are seeking an experienced HR Coordinator to join the HR Department. If you are an experienced HR Administrator looking to develop your career or if you are a HR Coordinator looking to make a difference and be part of transforming the HR Department, then this is the right role for you!

Reporting to the HR Manager, the HR Coordinator will support the delivery of operational Human Resources activities through coordination and administration. This role has been newly created to support the HR transformation for the organisation.

**Job Responsibilities:**

- Support the HR Manager and HR Generalist with coordination and administration of HR functions.
- Support the implementation of HR programmes, policies and procedures in line with the HR strategy.
- Act as a point of contact and support to employees in a confidential manner for HR related matters.
- Assist in the maintenance of compliance, in all areas of company policy, with local employment legislation through continuous review of current legislation.
- Build strong partnerships with employees and line managers in Dublin, Cork and Limerick.
- Assist with the recruitment process by providing administrative support to the HR Generalist and HR Manager.
- Assist in various HR projects/ programs as needed by the business. These could be in the areas of On-Boarding, Employee Engagement, Employer Branding, Performance Management, Training/ Development.
- Maintain a favourable employee relations climate providing administrative support.
- Keep abreast of current HR legislation and practices.
- Administer all new hire documentation including assisting in the on boarding process.
- Create, maintain and upkeep Employment Contracts for new hires and existing employees.
- Interface with the finance function to ensure that payroll matters are handled appropriately and in a timely manner. Inform payroll of new hires, leavers, salary increases etc.
- Monitor and coordinate the probation process.
- Conduct & report on exit interviews.
- Maintain and monitor HR related reports as required i.e. attrition, head count, performance reviews and all other required HR statistics.
- Organisation of activities and company events as needed.
- General HR Administration, file management and general office duties.
- Any other duties that fall within the employee's capabilities. Please note that due to the HR Transformation element of the department, the job duties within the employee's capabilities will change with time.

**Minimum Education/ Experience Requirements:**

- Diploma or Bachelor's degree in Human Resources or Business or a related field preferred or willing to undertake part-time third level education in the area of HR.
- 2 to 3 years of progressive related experience, preferably in an educational institution and/ or private organization.
- Strong knowledge of Irish Employment legislation and best practice HR.
- Intermediate level at Microsoft Office (Outlook, Excel, Word, PowerPoint).
- Experience in administering and using a HR Information System
- Meticulous detail to attention.
- Confident in dealing with issues as they arise and confident in asking for help from the HR Manager or HR Generalist when needed.
- Ability to deal with information in a confidential manner and in line with GDPR.
- Proven ability to work independently on multiple tasks with minimum supervision.
- Result and detail oriented with a sense of pride.
- Strong written and verbal communication skills in English.
- Excellent interpersonal skills with ability to listen effectively and respond appropriately in line with legislation, best practice and company culture.
- Experience of working in a change environment is preferred. Proven experience working through organisation transformations is an advantage.
- Proactive in approach with proven problem-solving skills.
- Experienced in creating organisational charts and creating reports on HR metrics.
- Comfortable organising events as needed.
- Must be legally entitled to work full time in Ireland for any employer.

**About Griffith College**

Established in 1974, Griffith College is Ireland's largest independent 3rd level institution with locations in Dublin, Cork and Limerick. The main campus is situated on seven acres within a mile of St. Stephen's Green on Dublin's South Circular Road. Griffith College enjoys national and a growing international reputation for student success. The College has gained an enviable, award winning reputation for providing students with first class lectures and excellent study material. Griffith College offers internationally recognised postgraduate and undergraduate degree programmes, complimented by a wide range of professional, short term and corporate training educational solutions - in Griffith college, there is something for everyone. Today there are over 7,000 students studying in the College, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. <http://www.griffith.ie/>

**Why work for Griffith College?**

- Stunning historical premises on 7 acres' campus.
- Competitive salary package.
- Training and Development opportunities.
- Free parking facilities.
- Subsidised on-site restaurant facilities.
- Friendly environment.

To apply, please send your up to date Cover Letter and CV to [opportunities@griffith.ie](mailto:opportunities@griffith.ie)

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the department and the College. Griffith College is an equal opportunities employer. Candidates must be eligible to work full-time for any employer in Ireland. We thank everyone for their applications, however, only candidates selected for interview will be contacted.*