



**Title:** Associate, Recruiter (In-house) HR GRADUATE OPPORTUNITY

**Division:** HR

**Location:** Dun Laoghaire

**Reports to:** Snr HR Business Partner

**Term:** Permanent

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EVO Payments International is an exciting and growing company that is dedicated to providing innovative products, outstanding service and security to its customers. We are located throughout the United States, Canada, Mexico, China and Europe. We can process in over 130 currencies in over 50 markets worldwide. On behalf of our customers, we process billions of dollars annually.

EVO plays an important role in the everyday life of millions of people. For our customers and their customers, we are the link between the parties involved in almost any type of payment transaction. We ensure that any payment is secure and properly applied and settled for each transaction. EVO offers end to end support from installing the point of sale device to enable secure electronic payments at a merchant, providing software solutions to enable ecommerce and then troubleshooting and resolving issues that may occur from time to time for our customers.

Due to continued growth in our business, we are seeking an experienced recruiter to join a dynamic HR team which will provide a service across UK & Ireland. This role will give the right candidate the chance to grow their careers, drive process automation and innovation via their inputs while also working with colleagues across our UK, Ireland and other European locations on a weekly basis.

**In this position you will:**

**This is an ideal opportunity for a HR Graduate with intern experience to commence their in-house recruiting role.** Reporting to the Snr HR Business Partner, this role will focus on the attraction of key quality talent, rather than high volume. The role will involve liaising with key stakeholders and hiring managers to assess their recruitment needs and agree recruitment process and timelines for hire, while positioning the EVO Payments brand as an employer of choice.

#### **Responsibilities and main Tasks**

- Responsible for the full recruitment cycle from supporting the identification of recruitment needs through to onboarding.
- Building relationships and working with hiring managers to establish hiring needs, agreeing recruitment strategy and time to hire.
- Development of role and candidate profile with hiring managers
- Working through recruitment approvals via Applicant Tracking System (ATS)
- Advertising of roles through direct channels such as LinkedIn, EVO/BOI Payments Acceptance careers page, Twitter etc.
- Co-ordinate recruitment agency relationships.
- Screening and shortlisting of CV's and applications.
- Administration of Recruitment Applicant Tracking System
- Actively managing communications with candidates status updates and outcome of interviews.
- Coordination of interview schedules, booking of interview rooms, preparation of interview packs.
- Representation at interviews with hiring managers, where required.
- Ensuring interview records are completed and saved for each role.
- Salary negotiation offer and contract review.
- Responsible for commencement of automated onboarding and vetting process
- Ad hoc duties as required

**Qualifications/Experience**

A degree or diploma in a HR related field and/or CIPD qualified or working towards full qualification.  
1+ years experience/internship desirable in a recruitment role and/or HR admin role.  
Ideal as a HR Graduate Opportunity.

**Technical Skills**

- Excellent technical skills – Word, Excel, Power Point, Internet,
- Proficient in social media/ digital marketing influences
- Experience of applicant tracking systems and LinkedIn, other jobs boards, will be a distinct advantage.

**Key Competencies**

- Excellent communication (written and verbal) and interpersonal skills.
- Ability to manage work time, prioritise effectively and work on own initiative.
- Highly reliable with ability to exercise discretion
- Self-starter
- Strong administration and organisational skills.
- Good awareness of employment law.
- Strong project administration skills.

**Working Relationships**

- Partner with stakeholders, HR departments and line managers to provide excellent recruitment support
- Help build the EVO's professional network through relationships with HR professionals and on-line.

Please send your CV to [Nadine.McCrory@evopayments.com](mailto:Nadine.McCrory@evopayments.com)