



Job Title: Human Resources Administrator

Reporting To: Human Resources Manager

Review Date: 19/02/2016

Employment Start Date:

Overall Purpose:

The Human Resources Administrator provides and supports the Human Resources function in the effective provision of Human Resources services, policies, and programs for the entire company.

Duties to Include:

- Support in the area of recruitment and selection – recruitment tracker, advertising, screening, scheduling interviews, interviewing and referencing.
- Accurate and efficient support in the area of employee documentation – contracts, letters, training certificates etc.
- Expertise and daily use of the TMS – HR system – updating employees, inputting new employees, uploading records and training plan.
- Proficient use of HR system to provide timely HR reports to management team.
- Overall responsibility for Garda vetting – ensuring that all employees are garda vetted in a timely and efficient manner.
- Provide clerical and administrative support to human resources.
- Compose and distribute routine written correspondence from human resources
- Support in all administration areas including Performance Management
- Employee safety, welfare, wellness and health;
- Support in arranging training courses throughout the Company.
- Continuous review of employee files to ensure that they are up-to-date and all relevant materials are present on files.
- Responsible for their own Health and Safety as well as that of patients, visitors and other staff
- To act as cover for Reports in their absence.
- Active involvement in the implementation of accreditation within the Organisation.
- Ensuring the application of environmental and health and safety standards.
- These duties and responsibilities are a reflection of the present reporting requirements and may be subject to review and amendment to meet the changing needs of the area.

General:

- Adhere to Company policies at all times.
- Embrace and support any changes in technology and to assist in the implementation and operation of these changes.
- Perform such other duties appropriate to the post as may be assigned from time to time by the HR Manager or a nominee.

- Ensure the highest standards of Quality and ethical principles.
- Compliance with all company policies and procedures and health and safety policies.
- Compliance with Data Protection and Health and Safety legislation.
- To actively participate in continuing education and research activities consistent with the role.
- Maintain good communication channels with all levels of staff throughout the organisation.

Skills:

- Strong business and professional acumen.
- Ability to work in a challenging environment with changing priorities.
- Flexibility and adaptability.
- Ability to work on own initiative
- Strong administration skills.
- Strong communications skills.
- Proven organisational skills.