

## **Workforce Time & Attendance Specialist**

Applications are invited for the above 12 Month Fixed Term Contract

### **The Organisation:**

Stewarts is a voluntary organization providing comprehensive community based services to people with an intellectual disability. We support people with a wide range of support needs across residential settings, day services, supported independent living, job advocacy and vocational training.

### **Purpose of the Post:**

The post holder will play a key role in supporting the effective and smooth running of all aspects of the Time & Attendance and Workforce Planning Team.

### **To be considered for this post applicants must demonstrate the following:**

#### **Criteria**

- A minimum of 2 years' experience working in Time & attendance /Payroll role
- Knowledge + experience of Time and Attendance systems essential
- Knowledge of Self-service systems – essential
- Ability to work in a fast paced environment with changing priorities
- Ability to work effectively in a team environment while handling multiple tasks
- Ability to gather and analyse data and generate reports
- Strong attention to details
- listening skills and empathy with each unique situation

Salary and qualifications are in accordance with HSE consolidated pay scales €29249 - €46,968 Inc. LSI per annum (Grade IV).

**Job description is available on our careers page <https://www.stewartscare.ie/about/careers/>**

**Applications should include CV and cover letter demonstrating how you meet the essential criteria:**

Closing date: 09<sup>th</sup> December 2021

Email: [HR@stewartscare.ie](mailto:HR@stewartscare.ie) or by Post: HR Dept., Stewart's Care Ltd, Palmerstown, Dublin 20.

**Stewarts Care Ltd is an Equal Opportunities Employer**