

Role Specification

Title: Project Assistant

Unit: People Operations

Grade: 10

Reporting to: People Operations Manager

Role Summary:

To provide a comprehensive, professional, wide-ranging administrative service to include:

- Recruitment & Selection
- General HR Administration
- Assisting with Salary Administration
- Reporting on Organisation Statistics
- Maintenance of CoreHR System

Key Tasks/Responsibilities:

- management of CoreHR systems in line with hr procedures and payroll deadlines
- absence management (sick leave, annual leave, statutory leave etc.)
- recruitment and selection: processing staff notices, interviewing and managing correspondence during the selection process
- salary-related issues: increments, salary calculations, implementing pay increases, managing higher scales
- monitoring of staffing levels in line with ECF (Employee Control Framework)
- generation and interrogation of Insight reports
- assisting People Operations team on various tasks and projects
- assisting in audits from time to time
- representing People Operations Team on internal and external working groups and committees, as required
- managing of HR Network files/intranet/HR Portal
- handling a variety of procurement issues in line with procedures
- day to day supervision of staff and delegation/monitoring of work
- monitor and manage HR and Recruitment administrative e-mail accounts
- assisting in the research and delivery of reports by the HR function

Essential

- QQI/FETAC/HETAC Level 5 or above
- Excellent verbal and written communications skills
- Strong IT skills including proficiency with Microsoft Office Programs
- Evidence of ability to meet deadlines
- Evidence of record keeping skills, including attention to detail
- Ability to work well as part of a team
- 2 years' experience in a HR/related department

Desirable

- Experience in CoreHR (Personnel/Time/Portal)
- Third level qualification in HR or related field
- Previous experience in Recruitment and Selection
- Basic understanding of Irish employment law and best practice