

Role Specification

Title: Project Assistant
Unit: People Operations
Grade: 10
Reporting to: HR Business Partner, People Operations Team
Location: Dublin
Ref: 640

Closing date for submission of completed application forms is Thursday, 17 September 2026, at 12.00pm (noon)

The People Operations Team provides a wide range of HR supports and services across SOLAS, working closely with managers and staff to ensure the effective delivery of HR processes, policies, and initiatives. The Project Assistant will play an important role in supporting the day-to-day administration of the HR function, including recruitment, HR systems, salary administration, reporting and general employee lifecycle processes. The role requires a highly organised and detail-focused individual who can work collaboratively, manage confidential information appropriately, and support the delivery of accurate, timely, and professional HR services.

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 administration (sick leave, annual leave, statutory leave etc.)
- Recruitment and selection including processing staff notices, administration support for recruitment campaigns, chairing recruitment campaigns and 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
- Carry out any other duties deemed appropriate for the position

Essential

- QQI/FETAC/HETAC Level 5 or above
- A minimum of 2 years' experience in a similar role with experience in a HR/related department desirable
- Experience using HR, payroll, recruitment or other business administration system
- Strong organisational skills in both day to day and project management
- Demonstrated ability to follow and apply policies, procedures and deadlines accurately
- 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
- Demonstrated experience supporting projects
- Ability to handle confidential and sensitive information with discretion

Desirable

- Experience in CoreHR (Personnel/Time/Portal) or similar system
- Third level qualification in HR or related field
- Previous experience in recruitment and selection
- Basic understanding of Irish employment law and best practice
- Experience preparing, checking or maintaining reports, records or statistical information