Temporary Human Resources Administrator (6 Months) - Job Description

Responsible to: Human Resources Manager

This post requires: a belief in the YAP model of strengths based, needs led services for children, young people and families. You must have previous experience of recruitment and human resources. You will lead the recruitment and screening of staff/advocates within YAP Ireland and be responsible for drafting large volumes of employee contracts. You will manage the ongoing screening of staff/advocates within YAP Ireland to ensure that adequate resources are in place in a timely manner to deliver a quality service to Young People and Families. You will be advising on and implementing policies relating to the effective use of resources within the organisation.

1. **Qualifications:**

    ✓ A 3rd Level Qualification in Human Resources or related field.
    ✓ Experience of at least 2-3 years in HR or similar role.
    ✓ Strong experience coordinating Recruitment and HR within a busy organisation.
    ✓ Proficient in Microsoft Outlook, PowerPoint, Excel and Word
    ✓ Highly motivated with ability to manage workload and achieve targets within deadlines
    ✓ Enthusiastic with a strong work ethic and excellent communications skills
    ✓ Flexible approach with ability to take on tasks as required

2. Responsibilities and Tasks: Reporting to the Human Resources Manager, the Human Resources Administrator will be part of a National Support Services Team responsible in the overall Administration of Recruitment & Selection and Human Resources process within YAP Ireland.

Specific areas of responsibility include:

1. Responsible for the advertisement of all relevant roles within the organisation, managing the preferred supplier list and liaising with all the job advertising agencies.
2. Responsible for communications with candidates going through the recruitment process, processing applications, creating short lists for recruiting managers, scheduling interviews and communicating outcomes to candidates.
3. Carrying out initial and ongoing screening on all prospective employees, to include Garda Vetting, copies of Qualifications, Driving documents and all other documentation.
4. Building and maintaining accurate HR filing systems in compliance with GDPR
5. Entry of data relating to HR into CRM systems ensuring records are maintained up to date, accurate, and in compliance with relevant legislation with particular attention to accuracy and confidentiality.
6. To contribute to the HR working group.
7. Serve as a point of contact for employees
8. Providing support and administration to Line Managers on all aspects of employee relations issues including performance management, supervision, disciplinaries and grievances.
9. Assist with KPI reports for managers and directors within the company
10. Maintain records of maternity leave, parental leave, absences, sick days and holiday requests.
11. Implementation of Health & Safety Policy and ensuring compliance across the organization.
12. General Administration: Meeting and greeting visitors, handling telephone queries from funders, staff and clients, processing inbound and outbound post, ordering office supplies, booking meeting rooms and preparing same for meetings, ordering lunches.

Salary €39,424.28 per annum

Human Resources Administrator - Person Specification

Qualifications/ Work Experience

Essential: A 3rd Level Qualification in Human Resources or related field.

At least 2-3 years' experience in a Human Resources capacity.

Experience of using computer packages including data management systems such as Salesforce (or similar), Microsoft 365 etc.

Desirable: Experience in recruiting large numbers of staff or volunteers

Skills Essential

- ✓ Excellent HR Administration & organisational skills
- ✓ Excellent organization / prioritization skills.
- ✓ Excellent attention to detail and ability to multi-task
- ✓ Excellent communication & client relationship skills
- ✓ Solution focused individual
- ✓ Ability to work on own initiative and as part of a team
- ✓ Ability to prioritise tasks and meet targets