



CWIRE RETAIL HOLDINGS LIMITED



#JOB-2390715



Belgard House, Belgard Square North,
Tallaght, Dublin 24, D24 H2HN



No of positions : 1



Paid Position



37.5 hours per week



To be Confirmed



07/05/2025



04/06/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

[https://chemist-warehouse-](https://chemist-warehouse-ireland.homerun.co/website-applicants/en/apply)

[ireland.homerun.co/website-applicants/en/apply](https://chemist-warehouse-ireland.homerun.co/website-applicants/en/apply)



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online



HR and Recruitment Associate

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

We are looking for a HR & Recruitment Associate to support our people operations by managing SAP SuccessFactors data input, general HR queries and recruitment. This role ensures accurate record-keeping, compliance with policies, and smooth HR processes. The ideal candidate is detail-oriented, highly organised, and able to manage multiple tasks efficiently.

Key Responsibilities

HR Support:

- Maintain accurate employee records in the HRIS.
- Manage contracts, offer letters, and other employee documentation.
- Assist in the administration of visa applications as required.
- Support onboarding processes, ensuring new hires are set up for success.
- Assist with offboarding tasks, including exit documentation.
- Support payroll preparation by ensuring timesheets and leave reports are accurately tracked and approved.
- Generate HR reports related to headcount, leave, recruitment, and training.
- Ensure all HR policies and procedures are easily accessible and up to date.
- Handle routine employee queries regarding policies, benefits, and procedures.
- Support HR projects and initiatives as needed.

Culture & Engagement Support:

- Coordinate logistics for employee engagement events and training sessions.

Recruitment

- Ensure job postings, applicant tracking, and candidate communication are up to date.
- Review CV's and complete initial interview screens
- Coordinate and schedule interviews, liaising with hiring managers and candidates.
- Ensure job postings, applicant tracking, and candidate communication are up to date.
- Assist in onboarding new hires, including creating employee codes and ensuring a smooth

induction process.

- Support background checks and reference verification as required.

Training & Development Coordination

- Schedule and communicate training sessions
- Ensure training materials and webinar links are sent to relevant employees.
- Track training completion and compliance

Key Requirements

Essential Skills & Experience:

- Certificate or Diploma in HR, Business Administration, or a related field.
- Understanding of HR best practices and compliance requirements.
- 1-2 years experience in HR administration or recruitment support desirable
- Experience with SAP SuccessFactors is a plus.
- Strong data entry skills.
- Excellent attention to detail and ability to manage confidential information.
- Proficient in Microsoft Office (Excel, Word, Outlook) and HRIS platforms.
- Strong communication skills and ability to liaise with managers and employees.
- Ability to work independently, prioritise tasks, and meet deadlines.

- **Sector:** professional, scientific and technical activities

Career Level

- Experienced [Non-Managerial]