



KYTE POWERTECH IRELAND LIMITED



#JOB-2408293



KYTE POWERTECH, Dublin Road, Cavan,  
Co. Cavan, H12 KV20



No of positions : 1



Paid Position



40 hours per week



40000.00-45000.00 Euro Hourly



20/08/2025



17/09/2025

## How to apply

### Application Method :

Not available



Open your camera  
app & point here  
to view this ad  
online



## HR Generalist

### 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

This is an exciting role which involves working across the entire organisation and the day to day running of a busy HR Department. Reporting to the HR Director, this role will touch on all aspects of HR from recruitment, training, and development, pay and conditions, reward and recognition, ER / IR issues. As part of the HR Team, the HR Generalist will provide a high level of HR support across the business.

#### Responsibilities Include:

#### Employee Relations:

Advising and supporting line managers in ensuring the solutions are realistic, timely, fair and consistent

Handling disciplines, grievances and performance management in accordance with company values, policies, and procedures.

#### Performance Management:

Support Managers in their adherence to performance management process ensuring reviews, probations and performance are conducted in line with company policy

#### Reward and recognition programmes

#### Recruitment & Employee Lifecycle:

Support the business to ensure that key resources are recruited, trained and developed to meet the business needs in a timely manner

Responsible for the life cycle of all employees including on boarding, issuing of legal documentation such as contracts of employment, calculation of legal entitlements such as annual leave entitlements and processing cessation documents

#### Systems & Administration:

Management of leave entitlements to include sick, holidays, maternity

Assisting with weekly payroll administration to ensure delivery of accurate payroll run with minimal queries

Management of HR system ensuring data is up to date and reports are accurate

Maintain staff and employee files in line with Data Protection Legislation

HR Data analysis / reporting as requested

Raise all PR'S & PO'S and processing invoices for HR Department

#### Occupational Health & Wellbeing:

Organisation of weekly on-site Occupational Health appointments and referrals

Lead employee wellbeing programmes and initiatives

#### Requirements:

Minimum of 4 -5 years HR Generalist experience.

3rd level qualification in Human Resources/ CIPD qualified.

Highly influential with ability to use initiative and innovate for continuous improvement.

Excellent communicator and keen relationship builder with all types of stakeholders.

Good grounding and experience of applying Irish employment law in the workplace

Computer literate, specifically proficiency in MS Office product range (MS Word, PowerPoint, and Outlook)

High standard of accuracy and close attention to detail

Excellent planning and organisation skills in order to meet timescales.

Ability to work on own initiative, independently and as part of a team.

- **Sector:** manufacturing

#### Career Level

- Experienced [Non-Managerial]