



ACTAVO (IRELAND) LIMITED



#JOB-2408578



ACTAVO, Suite 4, Westland House, Westland Park, Dublin 12, D12 DK12



No of positions : 1



Paid Position



39 hours per week



34000.00 Euro Annually



22/08/2025



19/09/2025

How to apply

Application Method :

Not available



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HR Compliance Officer

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

Actavo (Ireland) Ltd, Westland House, Westland Park, Willow Road Dublin D12 DK12, is recruiting an HR Compliance & Risk Officer to support its operations in Dublin. The role is responsible for ensuring compliance with Irish employment legislation and workplace regulations, conducting HR compliance audits, and carrying out risk assessments across workforce planning, employee relations, and recruitment. The successful candidate will also be responsible for drafting compliance reports, advising management on risk issues, implementing corrective actions, monitoring legislative changes, providing training, and liaising with auditors, regulators, and external agencies. Salary €34000pa. based

on a 39-hour week. Cv to HR at info@actavo.com

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

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:** Level 9 (incl Post Graduate & Diploma & Master Degree)
- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Analytical, Interpersonal Skills
- **Competency Skills:** Decision Making, Initiative, Leadership, Problem Solving