



CIRCLE K IRELAND LIMITED



#JOB-2412181



Co. Dublin,



No of positions : 1



Paid Position



40 hours per week



Competitive



15/09/2025



13/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://workwithus.circlek.com/global/en/ireland-search-results>



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



HR Business Partner - Circle K

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

Field HR Business Partner – Circle K Retail

At Circle K, we take pride in supporting our fantastic retail teams who consistently deliver exceptional customer experiences and win customer loyalty at every visit. To continue driving this success, we are looking for an experienced Human Resource Business Partner to join our Retail channel and help nurture and develop our people.

Reporting to a Senior HRBP, The Retail HRBP is a full-time, permanent, field-based role. This critical role will focus on supporting and advising our retail operations across Ireland, ensuring the seamless delivery of HR initiatives that empower our teams and drive business growth.

Key Responsibilities:

Collaborate closely with Circle K Retail teams, Store Managers, and Area Managers to provide expert advisory services in employee relations, learning and development, engagement, and retention within high-performing retail environments.

Deliver face-to-face and virtual coaching and support to Store Managers on all employee relations matters, encouraging confidence and continuous learning.

Assist Station Managers in leading and developing their teams through tailored internal management development programs, comprehensive induction training for new hires, and other growth opportunities that strengthen Circle K's GROW culture.

Serve as the primary HR contact for retail team members from induction onward, providing timely advice and support throughout their journey with Circle K.

Contribute to the ongoing HR strategy for Circle K Retail by observing trends, gathering insights, and designing future-ready solutions that simplify leadership for Station Managers as the business expands.

Build and maintain exceptional relationships with retail colleagues, becoming their trusted advisor for

all HR-related queries.

Prepare and present weekly HR data and trend reports for your designated retail areas to Senior Management within Retail Operations and HR.

Manage a demanding workload efficiently by staying organised, responsive, and communicating effectively in a busy field-based role.

Education, Qualifications & Skills:

A degree in Human Resources or a related qualification is essential.

Preferably, a minimum of 3 years' HR experience within retail, multi-site or service industries.

CIPD membership or partial membership is an advantage.

Strong proficiency in MS Office and HR systems such as Workday.

Experience and enthusiasm for digital learning platforms, including virtual and gamified training methods.

Thorough understanding and confident application of employment law.

Proven ability to manage conflict sensitively across a high volume of cases.

Strong decision-making skills and the confidence to act independently.

Full clean driver's license is mandatory due to significant travel requirements across Ireland.

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Experienced [Non-Managerial]