



COILLTE Cuideachta Ghníomhaíochta

Ainmnithe



#JOB-2413511



COILLTE, Dublin Road,  
Newtownmountkennedy, Co. Wicklow, A63

DN25



No of positions : 1



Paid Position



41 hours per week



Competitive



24/09/2025



05/10/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

URL :

[https://jobs.coillte.ie/job/hr-administrator-2?](https://jobs.coillte.ie/job/hr-administrator-2?source=coillte.ie)

[source=coillte.ie](https://jobs.coillte.ie/job/hr-administrator-2?source=coillte.ie)



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## HR Administrator

### 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

Role Objective:

Deliver a high quality and efficient HR administration service to the business, employees and the HR Department.

Responsibilities:

Transactional Services

Provide a high-quality HR administrative support to business customers, acting as the first point of contact for general HR queries and managing the AskHR system to ensure a value-added HR service.

Support HR management and business teams by providing guidance on HR policies, procedures, and general queries to managers and employees.

Administer employee lifecycle changes by ensuring accurate and timely updates of personnel data on both electronic and manual HR information systems.

Manage onboarding, internal movements, and leavers, ensuring all personnel data and benefits are accurately recorded and communicated.

Maintain HR information systems (including PeopleXD, Appraisd etc.), ensuring data integrity and compliance with relevant legislation including the Organisation of Working Time Act, 1997.

Coordinate all absence management processes, including calculations, reporting, medical referrals, assessments, and associated administration.

Administer and communicate personnel changes (including compensation and benefits) to the Payroll Department, ensuring timely and accurate updates and notifications to employees.

Oversee the processing of purchase orders and invoices for the HR team.

People Analytics & Reporting:

Develop and maintain management and analytics reports (e.g., absence management, headcount, ad hoc reports) to support business needs.

Support the administration of HR Key Performance and Operational Indicators through accurate data

collection and reporting.

Contribute to the ongoing development and maintenance of HR Information Systems to streamline and simplify HR processes.

Administer all statutory and regulatory HR reporting requirements to ensure compliance.

#### Recruitment:

Manage the end-to-end recruitment process for Third Level students and support the administration of the Company's Transition Year Work Experience Programmes in collaboration with HR management.

Support the HR Specialist with recruitment activities, including onboarding and quarterly induction programmes: post job advertisements, schedule interviews, manage recruitment documentation, and host induction sessions.

Provide administrative support for the Graduate Programme, including organising Assessment Centres and conducting early screening assessments.

Prepare and issue contracts of employment and change of status documentation.

Promote the forestry sector and Company opportunities at careers events for second and third level students.

#### Communications, Employee Engagement & Wellbeing Initiatives:

Coordinate and distribute monthly HR communications to the group in collaboration with HR management.

Provide administrative support for the HR SharePoint site to ensure effective information sharing.

- This vacancy is suitable for Remote/Blended working
- **Sector:** agriculture, forestry and fishing

#### Career Level

- Entry Level