



MASTERTECH GROUP LIMITED



#JOB-2413525



MASTERTECH, Unit 9, Whitestown Bus Pk,
Whitestown Drive, Dublin 24, D24 HC61



No of positions : 1



Paid Position



39 hours per week



35000.00 Euro Annually



24/09/2025



22/10/2025

How to apply

Application Method :

Not available



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People Operations Specialist

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

Job Purpose

People Operations Specialist supports & enhances the full employee lifecycle, including onboarding, performance management, payroll coordination, HR systems, compliance & reporting. The role ensures policy-compliance & data-driven HR operations aligned with company goals, supporting both employees & managers. It also contributes to engagement, culture & continuous improvement projects that strengthen HR's impact on organisational success.

Responsibilities

Employee Lifecycle & People Processes

- Manage onboarding & offboarding, ensuring accurate documentation, systems access & payroll updates.
- Track employee milestones - probation reviews, check-ins, contract changes.
- Administer leave processes - maternity, parental, force majeure in line with legislation & policy.
- Support managers with performance, absence & employee wellbeing.

HR Systems, Data & Reporting

- Maintain HR databases & personnel files, ensuring GDPR compliance.
- Act as the Timepoint lead, processing leave & attendance records.
- Support HR system implementation & optimisation.
- Produce dashboards & analytics on headcount, turnover, leave & absenteeism.
- Use data to identify risks, inform decisions & monitor people initiatives.

Payroll & Compensation Support

- Partner with Finance to ensure payroll accuracy, including starters, leavers, pay changes & overtime.
- Review monthly payroll inputs for accuracy.
- Assist in compensation & benefits benchmarking.

Employee Experience & Engagement

- Respond to employee & manager queries on HR processes, benefits & policies.
- Manage employee document requests - employment letters, visa letters.

- Support engagement & wellbeing initiatives, communications & feedback surveys.

- Act as an ambassador for company culture & values.

Compliance & Policy

- Ensure compliance with Irish employment legislation & internal policies.

- Support audits & compliance checks with accurate HR records.

- Take notes in formal HR meetings, maintaining confidentiality.

- Contribute to drafting & updating HR policies in line with best practice & law.

- Keep managers updated on legislative or compliance changes.

Strategic Projects & Process Improvement

- Support the Head of HR on projects in performance, engagement, DEI & organisational development.

- Seek opportunities to streamline & automate HR processes.

- Contribute to succession planning & talent mapping.

- Play a key role in HRIS, benefits or EVP projects.

Requirements

- Masters in HR or related field

- 1–2 years experience in HR

- Strong knowledge of Irish employment law & HR operations

- Proficient in payroll systems; strong data & reporting skills

- Excellent communication, interpersonal & stakeholder management skills

- Detail-oriented, process-driven, proactive

Desirable

- Experience with HR tools such as Timepoint

- Familiarity with payroll & benefits administration

- Interest in HR analytics, engagement or automation

Package & Benefits

- Pension contribution

- Supportive, progressive work environment

- Internal progression

- **Sector:** construction

Career Level

- Experienced [Non-Managerial]