



3Q Recruitment



#JOB-2426167



3Q RECRUITMENT, Spencer House, Spencer Row, Dublin 1, D01 R9T8



No of positions : 1



Paid Position



39 hours per week



30500.00-33000.00 Euro Annually



23/12/2025



20/01/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://adr.to/foezcai>



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



HR Administrator - Dublin 1

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

Launch Your Career in HR with 3Q Recruitment

3Q Recruitment is hiring a HR Administrator to work directly with our Operations Manager, supporting all internal HR administration and HR SOPs for our office-based team.

This is an ideal role for someone with at least 1 year's experience in administration or HR who wants to build a long-term career in HR within a fast-paced SME where learning, coaching and accuracy matter.

This role is not involved in temporary agency worker recruitment.

Salary: €30,500–€33,000 DOE

Location: Dublin (office-based)

What You'll Be Doing

Coordinate employee induction and probationary reviews

Maintain HR records in line with legislation and policy

Manage HRIS (TMS) data accuracy and documentation

Support payroll preparation with external providers

Produce HR reports and metrics when required

Support recruitment administration and correspondence

Process references, bank/mortgage forms and insurance administration

Maintain job descriptions and appraisal records

Support audits and compliance documentation

About You

Minimum 1 year admin and/or HR experience

Strong PC literacy and openness to learning new systems and AI tools

Detail-focused — accuracy matters to you

Comfortable in a busy SME environment

Gets genuine satisfaction from compliant, well-organised work

- **Sector:** administrative and support service activities

Career Level

- Entry Level