



Company Details Confidential



#JOB-2426219



Unit 11, Sean Mulvoy Road, Galway,

H91EAYO



No of positions : 1



Paid Position



37 hours per week



32000.00-37000.00 Euro Annually



23/12/2025



20/01/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://careers.galwaysimon.ie/jobs/6978065-human-resources-administrator-permanent-contract>



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



Human Resources 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

An exciting opportunity for anyone looking to begin a career in HR. This entry-level role offers the chance to gain valuable hands-on experience, learn from HR professionals, and grow your skills. No previous HR experience required – just enthusiasm, a proactive attitude, and a willingness to learn.

Contract Details Permanent, Full-time, 37 hours per week, with 6 months probationary period.

Location Sean Mulvoy Road, Galway

Salary €32,000 - €37,000 per annum, Commensurate with Experience

Benefits

25 Days Annual Leave

Employee Pension Scheme

Employee Assistance Program

Education Assistance Scheme

Bike to Work Scheme

Death in Service (2x basic salary)

Job Summary

The HR Administrator will play a key role in ensuring the efficient, compliant, and professional delivery of HR services across the organisation. This position requires exceptional attention to detail, strong interpersonal skills, and a proactive, solutions-focused approach.

Working closely with the HR team, the postholder will take ownership of recruitment and training, supporting the continuous improvement of HR systems and processes.

Essential Criteria

A relevant qualification (minimum Level 5) in Human Resources, Business, Training & Development, Administration or a related discipline, OR relevant experience in a similar role.

Proven ability to manage confidential data and maintain accurate records.

Experience coordinating training, onboarding, or compliance processes.

Excellent written and verbal communication skills with the ability to engage confidently with staff at all levels

Strong attention to detail, accuracy and organisational skills

High level of proficiency in MS Office (Word, Excel, PowerPoint) and database management.

Strong analytical, administrative, and time management skills, with the ability to prioritise and meet deadlines.

Self-motivated, proactive, and capable of working both independently and as part of a team.

Approachable, professional, and supportive, with strong interpersonal and relationship-building skills.

Adaptable, solution-focused, and willing to take ownership of projects from start to finish.

Alignment with the organisation's values and mission to support people experiencing homelessness.

Desirable Criteria

Full clean driving license and access to own car.

Closing date midnight on 11/01/2026

Galway Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.

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

Career Level

- Entry Level