



NÍOS FEARR CONSULTING LIMITED



#JOB-2427215



15 Somerton Road, Ballinlough, Cork, Co.

Cork, T12 N2D0



No of positions : 1



Paid Position



20 hours per week



Negotiable



07/01/2026



04/02/2026

How to apply

Application Method :

Not available



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Part-Time HR Lead

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

We are seeking a proactive, organised, and detail-oriented individual to support and lead the human resources function as a part-time HR Lead. The part-time HR Lead will assist with day-to-day HR operations, recruitment, employee relations, and administrative tasks.

Key Responsibilities:

- Assist in the recruitment process by posting job listings, reviewing resumes, and scheduling interviews
- Help onboard new hires by preparing documents, conducting orientation, and ensuring all necessary paperwork is completed
- Maintain accurate employee records, including attendance, performance reviews, and certifications
- Support the administration of employee benefits, including health insurance, time-off requests, and payroll coordination
- Address basic employee inquiries related to policies, procedures, and workplace issues
- Assist with compliance and documentation for laws and company policies
- Help with scheduling training and professional development opportunities for employees
- Perform general HR administrative tasks such as filing, data entry, and document organisation.

Qualifications:

- 1-2 years of experience in human resources or administrative roles (but could be much more if looking to go part-time)
- Strong organisational and time-management skills with attention to detail
- Ability to handle sensitive and confidential information with discretion
- Good communication skills, both written and verbal
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Knowledge of US labor laws and regulations is a plus
- Ability to work independently and manage multiple tasks effectively

- This vacancy is suitable for Remote/Blended working
- **Sector:** professional, scientific and technical activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 1 Certificate

(Desirable)

- **Ability Skills:** Administration, Interpersonal Skills
- **Competency Skills:** Flexibility, Working on own Initiative
- **Specialising In:** hr