



Emeis Ireland



#JOB-2427860



Multiple Locations



No of positions : 2



Paid Position



39 hours per week



34000.00 Euro Annually



08/01/2026



05/02/2026

How to apply

Application Method :

Not available



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



HR 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

Multiple Locations :

- EMEIS IRELAND, 14 Riverwalk, Dublin 24, D24 XN32
- BENEAVIN HOUSE, Beneavin House, Beneavin Road, Glasnevin, Dublin 11, D11 F576

Emeis Ireland, of First Floor, 14 Riverwalk, Citywest Business Campus, Dublin 24, and Beneavin House Nursing Home, Beneavin Road, Glasnevin, Dublin 11, D11 F576 require a full time HR Specialist to join the team, on a 39 hour working week for an annual salary of €34,000.

This is a key role in supporting the HR department by ensuring the efficient and effective administration of HR compliance. This role is responsible for running, maintaining and completing follow up on all HR reporting. The HR Specialist ensures compliance with company policies and employment regulations while contributing to a positive employee experience. This role requires the candidate to have organisational skills, attention to detail, and the ability to handle confidential information with professionalism.

Key Responsibilities:

Be responsible for HR systems and compliance reporting to include:

Employee visa status and expiration dates

Garda vetting completed, in progress and not actioned status

Organisation of working time act

Rest breaks between shifts

Compliance of stamp 2 (20 hours)

Relevant training reports

Ad hoc reports

Responsible for completing a summary analysis of the above while also ensuring timely delivery of this data for review and decision-making in line with statutory compliance

Track and report on compliance-related metrics and performance indicators

Address compliance-related queries and concerns from local HR managers.

Follow escalation process for any breaches identified through reporting

Drive process improvements across HR operations, optimising workflows, enhancing efficiency, and ensuring compliance with organisation's policies.

Support internal and external audits by providing accurate documentation and reports. This may include a review of online HR documentation, contracts, and online employee files to ensure compliance.

Monitor changes in employment legislation and advise HR and management on necessary updates.

Produce monthly reports to IT o companywide starters, leavers and internal transfers

Ensure onboarding and offboarding processes adhere to company requirements.

Provide administrative support to the wider HR team on specific projects as a when required

Processing employment permits

Provide administrative support to the training department as required

Responsibility in managing Head Office time and attendance system

Working Conditions:

Office-based role

May require very occasional travel for auditing purposes

Qualifications desired:

Working towards a HR Qualification

Microsoft office certification

Experience:

Experience and competency in HRIS a must ; proficient in MS Office Suite.

Excellent attention to detail, ability to work under deadlines in a fast-paced environment.

Excellent written and oral communication and interpersonal skills required

Ability to handle multiple responsibilities simultaneously with excellent organisational skills.

- **Sector:** human health and social work activities

Career Level

- Entry Level