



MDS COMMERCIAL CENTRE (EUROPE)

LIMITED



#JOB-2429281



SHAW COMMERCIALS, Castlebar Rtl Pk,

Castlebar, Co. Mayo, F23 N996



No of positions : 1



Paid Position



39 hours per week



34000.00-36000.00 Euro Annually



16/01/2026



13/02/2026

## HR Generalist

### 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

Manage HR generalist activities across recruitment, onboarding, payroll, employee relations, and offboarding.

Oversee payroll administration in collaboration with external payroll providers, ensuring accurate and timely payroll processing, validation of time and attendance data, statutory deductions, and full compliance with Irish employment and payroll legislation.

### How to apply

#### Application Method :

Not available



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Manage and maintain employee time and attendance systems, ensuring data integrity, policy compliance, and alignment with working time regulations.

Manage full-cycle recruitment processes, including workforce planning support, job postings, candidate screening, interviews, offer management, and issuance of contracts and employment documentation in line with Irish employment law.

Manage international recruitment and mobility processes, including work permits, residency applications, and ongoing communication with overseas employees.

Design, coordinate, and continuously improve structured onboarding and induction programmes, ensuring new hires are effectively integrated, compliant, and engaged from day one.

Act as the primary point of coordination for induction schedules, stakeholder involvement, and completion of mandatory training and documentation.

Manage offboarding processes, including exit interviews, final payroll coordination, and leaver administration, providing insights to support retention and workforce planning.

Conduct and oversee pre-employment screening, including reference checks and right-to-work

Provide HR advisory support to managers on employee relations, performance management, absence management, disciplinary and grievance matters, and policy interpretation.

Maintain accurate HR records and systems, ensuring confidentiality, GDPR compliance, and audit readiness.

Support internal communications initiatives by developing and coordinating HR-related employee communications and policy updates.

Operate with a high level of autonomy, overseeing multiple HR functions and providing strategic guidance to managers.

**Candidate Requirements:**

Minimum 4 years proven experience in a generalist HR role, ideally within a fast-paced commercial or corporate environment

Strong knowledge of Irish employment law, payroll regulations, and work permit processes

Demonstrated experience managing full-cycle recruitment, onboarding, and offboarding processes

Excellent interpersonal, advisory, and communication skills

High attention to detail, integrity, and ability to handle confidential information

Proficient in HR systems and Microsoft Office applications

This role reports directly to the CFO / Managing Director.

**Preferred:**

Relevant HR qualification (e.g., CIPD Level 5, Level 7, or Level 9, or equivalent)

Experience with international HR practices and workforce mobility

Experience working with external payroll providers

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

**Career Level**

