

 Active Connections #JOB-2432683 The Cottage, Ballinlough, Killeagh, Co. Cork,
P36 FT26 No of positions : 1 Paid Position 18 hours per week 16.30-17.90 Euro Hourly 05/02/2026 05/03/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : info@activeconnections.ie



Open your camera
app & point here
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online



HR Generalist (Part-Time)

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

Role Overview

We are looking for a versatile, detail-oriented HR Generalist to join our team on a part-time basis. In this role, you will be the backbone of our people operations, ensuring our team is paid accurately, our hiring pipeline is healthy, and our employees feel supported. This is a perfect fit for a seasoned HR professional looking for high impact with a flexible, two-day-a-week commitment.

Key Responsibilities

1. Payroll & Benefits Administration

End-to-End Processing: Manage the monthly payroll cycle

Record Keeping: Maintain digital employee files and update payroll records

Benefits Liaison:

2. Full-Cycle Recruitment

Sourcing & Screening: Draft compelling job descriptions, post to relevant boards, and conduct initial phone screenings to identify top talent.

Interview Management:

Onboarding: Facilitate the transition of new hires

3. Guidance & Employee Support

Employee Relations:

Compliance:

Qualifications & Skills

Experience: 3+ years in an HR Generalist or Payroll-focused role.

Payroll Proficiency: Hands-on experience with payroll processing.

Communication: Exceptional written and verbal skills

Organisation: The ability to manage a full HR requirements for a dynamic team

Discretion: Absolute integrity when handling sensitive, confidential financial and personal data.

Why Join Us?

Competitive pro-rated salary €15,200 – €16,800

High autonomy in a supportive environment.

Flexible scheduling to maintain your work-life balance. Mon-Fri (75-25%)

Apply via CV to info@activeconnections.ie

- This vacancy is suitable for Remote/Blended working
- **Sector:** human health and social work activities

Career Level

- Professional

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 6 (incl Higher Advanced Certificate & National Craft Certificate)
- **Specialising In:** hr and payroll
- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Administration, Interpersonal Skills, Technical IT
- **Competency Skills:** Initiative, Management, Problem Solving, Time Management