



GS AGRICULTURE RECRUITMENT LIMITED



#JOB-2434634



GRADY WINDOW MANUFACTURERS LTD,

Charlestown, Co. Mayo, F12 N6V2



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



18/02/2026



18/03/2026

How to apply

Application Method :

Not available



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



HR Administrator - Grady Window Manufacturers Limited

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

Grady Window Manufacturers Limited requires 1 HR Administrator for full-time work in Charlestown, Co. Mayo, Ireland, F12 N6V2.

Role Overview:

The HR Administrator supports day-to-day HR operations, ensuring accurate HR records, smooth recruitment processes, payroll coordination, and effective onboarding and offboarding of employees.

Key Responsibilities:

- Support recruitment activities including job postings, interview scheduling, and candidate communication.
- Maintain employee records and HR systems (HRIS/ERP).
- Coordinate onboarding and offboarding processes and documentation.
- Prepare payroll inputs and liaise with payroll providers.
- Respond to employee HR queries and provide policy support.
- Assist with HR reporting and compliance requirements.
- Liaise with external service providers as required

Requirements:

- Previous experience in an HR Administrator or HR support role.
- Knowledge of core HR processes.
- Experience using HR systems and Microsoft Office.
- Strong organisational and communication skills.
- Ability to handle confidential information.

Salary €36,605 based on 39 hrs per week.

Applications: Please send your application to the following email address:

gsrecruitmentjobs@gmail.com

- **Sector:** manufacturing

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 3
- **Minimum Qualification:** Level 7 (incl Diploma & Ordinary Bachelor Degree)

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy
- **Competency Skills:** Flexibility, Management, Time Management, Working on own Initiative
- **Specialising In:** human resource administration
- **Driving Licence:** Learner permit: B
- **Languages:** English C1-Advanced