



Byrne Mech Ltd



#JOB-2438177



BYRNE MECH LTD., Raheen Ind Est, Athenry,

Co. Galway, H65 VK28



No of positions : 1



Paid Position



39 hours per week



40000.00 Euro Annually



12/03/2026



09/04/2026

How to apply

Application Method :

Not available



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HR Liaison & International Workforce Coordinator

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

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Role Overview

Due to the continued growth of our company and the recruitment of skilled employees from a number of international locations, Byrne Mech requires dedicated support to assist international employees relocating to Ireland and to ensure effective communication, onboarding, and compliance with employment permit and immigration requirements.

The HR Liaison & International Workforce Coordinator role has been created to support our international workforce and to assist management in ensuring the successful integration and ongoing support of employees working within the company. The successful candidate will act as a key point of contact between employees, management, and external agencies to ensure smooth onboarding, communication, and compliance with Irish employment and immigration requirements.

Responsibilities as Employee Liaison

Act as a key point of contact for international employees working within BM.

Provide support to employees relocating to Ireland and assist with integration into the workplace.

Support communication between management and employees where language or cultural differences may arise.

Assist BM management in ensuring compliance with Irish employment permit regulations and supporting the company's international workforce programme.

Work closely with BM management and HR to support workforce planning and employee welfare.

Assist with HR administration and employee communication where required.

Work Permit & Immigration Support

Assist with coordination of employment permit applications and visa processes.

Liaise with recruitment agencies and relevant government departments where required.

Maintain records relating to employment permits and immigration compliance.

Onboarding & Relocation Support

Assist new international employees with onboarding documentation and orientation.

Support with PPS number applications, bank setup, and other administrative requirements for employees relocating to Ireland.

Provide guidance regarding accommodation and settling into the local area.

Requirements

Previous experience in administration, HR support, or workforce coordination.

Strong communication and organisational skills.

Experience supporting international workers or relocation processes would be an advantage.

Ability to communicate effectively with employees from different cultural backgrounds.

Fluency in English and Filipino essential. Additional language skills would be an advantage.

- **Sector:** manufacturing

Career Level

- Experienced [Non-Managerial]