



HR HIRE LIMITED



#JOB-2439444



Citywest, Co. Dublin,



No of positions : 1



Paid Position



15 hours per week



45000.00 Euro Annually



20/03/2026



17/04/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [info@hrhire.ie](mailto:info@hrhire.ie)

URL :

<https://www.hrhire.ie/>



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



## HR Administrator 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

HR Advisor - Part Time Role (circa 15 hours)

Hybrid 1 day office based (City-West)

This is a short contract for someone who is a strong HR generalist and experienced people operations support.

You will have a high level of administrative skill, writing policy, contracts, data management and preparing HR reports for presentations.

Role Overview:

HRIS first point of contact for dealing with queries and escalating where required.

Supporting payroll activities, reporting and data input.

Reward & Benefit management of employee files and reports.

Managing 3rd party suppliers and invoicing.

Monitoring absence reports, long term illness processes and reporting.

Supporting recruitment campaigns, onboarding and training scheduling.

Employee engagement and HR project work.

Key candidate requirements:

HR Degree preferred or related degree with HR experience.

Excellent administrative skills, detail orientated and ability to manage a high-volume of work.

Highly organised, ability to multi-task with accuracy and manage projects to completion.

Full job description on shortlisting

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities

### 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, Analytical, Communications, Computer Literacy
- **Competency Skills:** Collaboration, Initiative
- **Specialising In:** human resources