



Company Details Confidential



#JOB-2440066



FOLEYS PHARMACY, Unit 10, Ballyowen  
Castle Sc, Lucan, Co. Dublin, K78 YP84



No of positions : 1



Paid Position



39 hours per week



38000.00 Euro Annually



26/03/2026



23/04/2026

## How to apply

### Application Method :

Not available



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



## HR Operations Representative

### 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

FRANCES FOLEY'S COMMUNITY PHARMACY LIMITED registered at Unit 8, Palmerstown Centre, Palmerstown Dublin 20., Palmerstown, Dublin, D20an20, Ireland seeking 1 HR Operations Representative for their premises on Ballyowen Castle Shopping Centre Lucan

#### Main Function of the Job:

To provide administrative and operational support across all HR functions, ensuring efficient employee management and compliance with company policies at Frances Foleys'S Community Pharmacy LIMITED.

#### Key Responsibilities:

- Assist with recruitment, onboarding, and maintenance of employee records.
- Coordinate payroll information, attendance, and leave tracking.
- Support the implementation of HR policies and procedures.
- Ensure compliance with employment legislation and company standards.
- Respond to employee queries and provide general HR assistance.
- Help organise training sessions and performance review processes.

Permanent Full Time 24 Months Contract

39 Hours per week

€18.26 per hour

€38,000per year

- **Sector:** administrative and support service activities

### Career Level

- Experienced [Non-Managerial]