



HR HIRE LIMITED



#JOB-2440081



Dublin 4,



No of positions : 2



Paid Position



35 hours per week



50000.00-60000.00 Euro Annually



25/03/2026



22/04/2026

### How to apply

#### Application Method :

Please apply to the vacancy by the following means:

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



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



## HR Generalist Permanent Full 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

Key areas of responsibility:

- Recruitment & Onboarding and reporting
- Compliance with employment law, policy and procedures in a busy work setting • Employee engagement, 1st point of contact for queries and advice
- HRIS management and ability to manage data in a regulated environment • Management of grievances, disciplinaries, cases management
- Record keeping and reporting ensuring data integrity
- Administration of rewards, sick pay, maternity leave and employee benefits schemes • Liaise with finance and payroll and complete necessary checks and reports • Provide advice and guidance to employees in all related areas and policies • Manage employee relations issues to resolution
- Provide 1st line support through the full employee life cycle
- Collaborate with the wider HR team and support colleagues where required • Identify learning and development requirements and support succession planning activities • Act as a role model or best practice HR

Key candidate requirements:

- Degree level HR or related Business Degree with CIPD
- 4 years experience in a related HR role
- Disciplinary, grievance and case management expertise
- HR data reporting and HRIS proficiency
- Absence reporting and understanding of absence management processes • Experience working in a unionised environment preferred
- Excellent communication and interpersonal skills
- Excellent employment law knowledge and practice
- A team player with an openness to feedback and willingness to learn and develop

Full job description on shortlisting

- **Sector:** human health and social work activities

### **Career Level**

- Experienced [Non-Managerial]

### **Candidate Requirements**

(Essential)

- **Minimum Experienced Required (Years):** 3

(Desirable)

- **Ability Skills:** Computer Literacy, Interpersonal Skills
- **Competency Skills:** Decision Making, Flexibility, Leadership, Management
- **Additional Skills:**,
- **Specialising In:** employee relation; human resources
- **Proximity Locator Distance:** 10 Kilometres