



Greenvolt Next Ireland Limited



#JOB-2447572

Block C&D, Confederation House, Waterford



Bus Pk, Cork Road, Waterford, Co. Waterford,
X91 T449



No of positions : 1



Paid Position



39 hours per week



45000.00 Euro Annually



08/05/2026



05/06/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : 4D4D269DD4@jobs.workablemail.com



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app & point here
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online



HR Generalist

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

This role operates under the direction of the HR Manager and provides hands-on, operational HR support across recruitment and onboarding, employee engagement, employee relations administration, and core HR operations. The HR Generalist plays a key role in supporting the effective delivery of people processes, ensuring consistency, compliance, and a positive employee experience across the organisation. Working closely with the HR Manager and wider support functions, the HR Generalist contributes to the smooth running of day-to-day HR activities, supports recruitment and onboarding delivery during peak periods, assists with engagement initiatives, and helps maintain accurate, audit-ready HR records in line with legal and company requirements.

Requirements

Recruitment and Onboarding

Support the end-to-end recruitment process including sourcing, pre-screening, interview scheduling, referencing, onboarding, and related administration.

Act as the main point of contact for candidates, providing timely and informative communication while building a strong talent pipeline.

Coordinate pre-employment checks, including references, right-to-work, qualifications, and background verification.

Draft and issue offer letters, contracts, and onboarding documentation.

Co-ordinate local employer branding and recruitment marketing initiatives, including job fairs and outreach events.

Maintain recruitment trackers, dashboards, and reports for internal review and reporting.

Employee Engagement and Experience

Working collaboratively with the HR Manager and wider team to support the implementation of agreed actions that enhance employee engagement and retention.

Employee Relations

Act as a friendly, approachable first point of contact for routine HR queries, escalating issues appropriately to the HR Manager.

Support employees and people managers by explaining HR-approved policies and procedures and assist the HR Manager with employee relations processes through documentation preparation, meeting coordination, and note-taking.

Support informal resolution efforts where appropriate, escalating formal grievances, disciplinaries, and investigations to the HR Manager.

HR Administration & Operations

Maintain accurate, up-to-date employee records and HR systems, including starter, change, and leaver information, ensuring all documentation is consistently maintained, GDPR-compliant, and audit-ready.

Prepare HR documentation such as letters, confirmations, and templates using approved formats

Support absence tracking, probation reviews, and contract administration

Assist with HR reporting by maintaining trackers and compiling data for review

Policy, Compliance & Process Support

Support the implementation of HR policies and procedures across the business

Escalate compliance risks, data gaps, or employee concerns

Requirements: Minimum 3 years' experience in an HR Generalist or HR administration role. CIPD qualification or Level 7 Degree in relevant HR qualification.

- **Sector:** electricity, gas, steam and air conditioning supply

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

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

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy
- **Competency Skills:** Decision Making, Leadership, Negotiation, Teamwork
- **Specialising In:** hr administration;recruitment