



Company Details Confidential



#JOB-2450639



Tallaght, Dublin 24, Co. Dublin,



No of positions : 1



Paid Position



20 hours per week



To be Confirmed



28/05/2026



25/06/2026

How to apply

Application Method :

Not available



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HR Administrator

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

Homesavers is seeking an experienced HR Process Administrator to manage the day-to-day administration of all HR processes across our retail and head office workforce.

About the role

This role is process driven and execution-focused, covering the entire HR activities end-to-end. This role is suited to someone who has strong working knowledge of all core HR processes and is comfortable operating in a fast-paced environment, with good knowledge of MS Excel.

Main Responsibilities

- Execute recruitment coordination including job posting support, candidate communication, interview scheduling, feedback collection, and offer roll-out support.
- Take full charge of onboarding and offboarding employees within agreed timelines.
- Ensure all documentation is complete, accurate, properly filed, and compliant with internal standards.
- Consistently maintain accurate employee records in HR software and internal database.
- Demonstrate strong knowledge of ideal HR practices and apply them while executing processes consistently.
- Own the HR operations across the employee lifecycle, including but not limited to, attendance, payroll inputs, transfers, promotions, confirmations, performance cycle administration and exits, ensuring smooth and timely completion.
- Coordinate employee logistics requirements such as POS Logins, discount cards and uniform tracking.
- Ensure HR processes are executed within defined timelines and follow-ups are closed end-to-end.

Skills and Experience Required

- Strong working knowledge of standard HR processes across the employee lifecycle.

- High Attention to detail
- Independent and driven- able to work on own initiative
- Good listener and excellent communicator with ability to comprehend efficiently.
- Good knowledge of Microsoft Excel, Word, and use of AI softwares like ChatGPT.
- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Experienced [Non-Managerial]